

## Accounts Assistant / Bookkeeper

**Reporting To:** Finance Manager

**Term:** ASAP, Temporary – with a view to becoming permanent, Full-time, Flexible working considered.

**Package:** £25k to £30k.

**Location:** London (Wandsworth).

### The role:

Q-Bot is a high tech, high growth, international SME, developing robotics and intelligent systems that are revolutionising the built environment. We are improving the sustainability of buildings all whilst creating a positive social impact (you'll find more detail below).

We are looking for an experienced Accounts Assistant or Bookkeeper to join the Finance team to manage the day-to-day accounts function and provide support for monthly and annual reporting. Taking ownership of the bookkeeping for the business you'll be the first point of contact for supplier and customer enquiries, liaising closely with other teams to provide accurate and timely reporting. You'll be working in a growing company, taking responsibility for a wide range of accounting tasks as well as some of the general office management functions.

The ideal candidate will have experience using Xero, be process driven with excellent attention to detail. If you feel you have the right skills and attributes for this role, please send us your **CV and Cover Letter** outlining how you meet the requirements, why you are applying for this job and what type of role you are looking for.

### Key Responsibilities:

- Processing transactions and managing the payables and expenses reporting.
- Liaising with colleagues to ensure accuracy and appropriate documentation.
- Assisting with the inventory and stock ordering.
- Support for monthly reporting, balance sheet reconciliations and sales invoicing.
- Support general office management including monitoring office supplies.
- Assisting the Sales Team to handle customer enquiries and manage the workflow of private sales.
- Ad hoc admin, research and data requests. Supporting other teams as needed.

### Requirements:

- At least two year's experience working in an accounts/bookkeeping role.
- Good understanding and experience of using Xero accounting software.
- Self-motivated and highly organised with good attention to detail.
- Excellent verbal and written communication skills.
- Process driven, can effectively manage tasks, report progress, plan time and work to deadlines.
- Adaptable and happy to take on new challenges but recognise when to seek guidance.
- Can do attitude and willing to lend a hand with other teams when required.
- Experienced using Microsoft Office packages, able to use formulas in Excel.

**About Q-Bot:**

Q-Bot Limited, was formed in 2012 by award winning architect Tom Lipinski and Professor Peter Childs from Imperial College London, with the goal of using robotics and AI to transform the construction industry. Q-Bot’s solutions enable the delivery of innovative new services for the inspection, maintenance and upgrade of buildings which empower workers, improve safety, are cost-effective, and efficient. Q-Bot is revolutionising the industry by connecting the built environment with robotics and AI, to rethink processes that have remained unchanged for hundreds of years. The company is backed by EMV Capital, multinational St. Gobain, EIS investment platform Wealth Club, and other investors.

Q-Bot has already brought to market a unique retrofit solution, using a robotic device to apply insulation under suspended floors of existing homes. The solution is cheaper, performs better, and has none of the disruption of more traditional methods. Through its work with local councils and housing authorities, for whom it is increasingly becoming the de facto standard, the Q-Bot solution has been proven to reduce fuel poverty by improving the energy efficiency of homes, whilst substantially reducing their carbon footprint- cementing the company’s strong ESG credentials. Q-Bot has also grown to work with private customers, to reduce household bills, and eliminate the discomfort caused by cold draughts coming up through floorboards. The solution is TrustMark certified and fully accredited by the BBA.

Q-Bot is an equal opportunities employer and welcome applications from all suitably qualified persons regardless of their race, sex, disability, religion, belief, sexual orientation, or age.

Please apply to: [future@q-bot.co](mailto:future@q-bot.co) with a covering letter and CV.

