



Accounts Assistant

ANGLE is a world-leading liquid biopsy company with offices in Guildford (UK), Toronto (Canada) and Philadelphia (US). ANGLE's proven patent protected liquid biopsy platform products have the potential to be used in cancer diagnostics to enable early, accurate identification of an individual's condition for the prevention, treatment, and monitoring of disease.

With 1 in 2 UK people being diagnosed with cancer in their lifetime*, ANGLE's liquid biopsy technologies have the potential to help clinicians select the most appropriate drugs and therapies for an individual patient. As such, our technologies support the development of Precision Medicine.

In 2021 we opened GCLP compliant clinical laboratories in Guildford (UK) and Philadelphia (USA) to provide "pharma services" for cancer drug trials and, once the labs are accredited, laboratory developed tests (LDTs) for patient management. The pharma services business offers dynamic analysis of patient condition before, during and after the patient receives the drug, assessing both CTCs and CTC clusters recovered from a simple blood test. We are also pursuing an FDA product clearance for the Parsortix system and have submitted a full De Novo submission, which is currently in substantive review with FDA.

*Source: [Cancer - NHS \(www.nhs.uk\)](http://www.nhs.uk)

This is an exciting time at ANGLE and our research and development facilities in Guildford, UK are looking for an **Accounts Assistant** to process data accurately and efficiently to financial ledgers, providing core data for Management Reporting and reconciliations.

Principal Accountabilities:

- Assist Management Accountant to:
 - examine and analyse financial information to support the monthly reporting process
 - prepare month end, quarter end and year end reports in support of statutory audit
 - balance sheet maintenance and reconciliation
 - prepare and submit quarterly VAT / GST returns
 - business partnering to operations teams
 - manage costing and pricing inputs to ensure accuracy of financial data and inventory records
 - analyse sales and margins by product category
 - analyse costs against standard by product category
 - manage maintenance of project codes and timesheet templates

- support timesheet entry and timesheet reporting
 - prepare project reporting and variance analysis
 - record and report intercompany movements and transfer pricing
- Support data processing to the cashbook, sales and purchase ledgers for all ANGLE companies (UK, US & Canada). To ensure adequate staff coverage.
- Support processing company credit card expenditure to ensure authorised and accurate analysis of data in the system. To liaise with staff to ensure policy compliance and sufficient expense support is provided to allow for full VAT / GST reclaim.
- Assist with improvements to the operation and use of the accounting system and procedures.
- Assist with training of other members of staff on how to use the accounting system as appropriate.
- Undertake additional ad-hoc tasks as required.

Qualifications, Experience, Knowledge and Attributes:

- Minimum AAT qualified with 2 years accounting experience (required)
- Part-qualified CIMA (preferred)
- Intermediate to advanced excel skills, with a high competency in accounting software
- Previously worked in a manufacturing environment (an advantage)
- Very well organized
- Strong verbal and written communication skills
- Ability to multitask and prioritise to meet deadlines
- Ability to work both independently with minimal supervision as well as in a team environment
- An eye for detail and commitment to high quality data
- Continuous learner with a keen appetite for cross-disciplinary work
- A flexible, can-do approach to the requirements of the job
- Entrepreneurial thinking and work ethic
- Due to the nature of the role, our requirement is for this position to be Guildford based, office hours, five days per week.

Join our Team

At ANGLE, we foster a dynamic, entrepreneurial approach to translating leading edge translational research into clinical diagnostics. We offer the potential for significant corporate growth and career development. We promote a culture of collaboration and shared excellence while encouraging an open and honest exchange of ideas.

We are always in search of potential employees who share our vision and want to make a difference today. In your submission, please note the position you are interested in, describe your background and what you can bring to our team along with attaching your resume.

As a member of our excellent and fast-growing team you will receive opportunities for development and a competitive benefits package.

Salary estimate - £25,000 + Training allowance

Please let us know if you require disability-related accommodation during the recruitment process so that we can work with you to meet your needs.

If you submit an application to us, your application and personal details will be processed in accordance with our [Data Privacy Notice for Job Candidates](#).

Important notice to Employment Businesses/ Agencies

ANGLE does not accept referrals from employment businesses and/or employment agencies in respect of the vacancies posted on this site. All employment businesses/agencies are required to contact our ANGLE recruitment team to obtain prior written authorisation before referring any candidates. In the absence of such written authorisation being obtained any actions undertaken by the employment business/agency shall be deemed to have been performed without the consent or contractual agreement of ANGLE. ANGLE shall therefore not be liable for any fees arising from such actions or any fees arising from any referrals by employment businesses/agencies in respect of the vacancies posted on this site.