





Assistant Management Accountant

Finance

-  **Salary:** £30,000
-  **Location:** Manchester, UK
-  **Type:** Full-Time, Permanent
-  **Reports To:** Head of Finance

About Lunio

We are a rapidly scaling dynamic SaaS company with a team of approximately 50 employees. As we continue to grow, we are committed to maintaining our collaborative, innovative, and people-first, performance-focused culture. At Lunio, we believe that our employees are our most valuable asset and key to our success.

The Opportunity

The Assistant Management Accountant will support the finance team. Ensuring smooth running of daily accounting functions while playing an important part in developing and refining financial systems and processes in a scaling business.

Key Responsibilities:

- Subscription processing for customers (creation, amending pricing and cancellations)
- Monitor compliance against internal commercial rules on customer agreements.
- Credit Control monitoring and weekly chasing.
- Overseeing the debtor escalation process.
- Supplier invoice tracking, ensuring correct sign-off for the type of spend.
- Supplier invoice processing and reconciliation of the month end ledger
- Processing employee expenses through to Xero.
- Daily and monthly bank reconciliations in Xero.
- Other duties to support the finance function as required.
- Administrative requests from customers (eg. Tax certificates, supplier forms)
- Process Improvement: Identify opportunities for process improvement and automation within the finance function, driving efficiency and scalability as the company continues to grow.








Requirements:

- Knowledge in using cloud-based accounting packages, Xero experience would be advantageous.
- Proficiency in Microsoft Excel, including VLOOKUP and HLOOKUP, the ability to create and interpret pivot tables. Proven experience of data analysis and reporting would be desirable
- Ability to multi-task, show initiative and work to deadlines.
- Willingness to assist in adopting processes and recognising possibilities where these could be improved or developed.
- Ability to build and maintain positive relationships with stakeholders and communicate at all levels internally and externally.

Preferred Qualifications:

- Bachelor's degree or equivalent
- ACA/ACCA/CIMA Studier (AAT considered with suitable previous work experience)
- Demonstrable experience of data analysis and reporting.
- Experience in a scaling SaaS company.

Why Join Us?

-  Be part of a growing, innovative company with a dynamic and collaborative team.
-  Opportunity to shape and influence the Finance function in a rapidly scaling organisation.
-  Competitive salary and benefits package, including flexible working options.
-  Study Support Available
-  A supportive, inclusive, and diverse company culture.

Ready to join a winning team and make your mark in a high-growth SaaS business? **Let's talk.**

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