

Assistant Accountant

Space 8 Recruitment · Coventry · via Totaljobs

Job description

Space 8 Recruitment are pleased to be supporting this well-established, Coventry-based manufacturing company to recruit an Assistant Accountant. This role offers STUDY SUPPORT.

Joining a small team and reporting into the Finance Manager, you would undertake tasks such as;

- Payroll
- Intercompany invoicing
- Intercompany recharges
- Expenses
- Cashbook payments
- Bank reconciliations
- Rebates
- Petty cash

This role is office-based offering 25 days holiday and STUDY SUPPORT.

What are we looking for?

You must have hands-on experience as an Assistant Accountant

You must be able to prepare payroll for 150 staff from start to finish

You must have a stable CV and be dedicated to a career in finance

You must be able to be office-based all week

What next?

Please apply asap. We are considering applications at the start of April..

CV

Tiemoko Dagnogo

Assistant Management Accountant

Email: tdagnogo@yahoo.fr | Phone: 07565830762 | Location: Coventry, CV1 4HG

Professional Summary

Detail-oriented and analytical Accounting postgraduate with practical experience in management reporting, cost analysis, budgeting, and forecasting. Experienced in supporting financial decision-making through variance analysis, performance reporting, and data-driven insights. Strong ability to translate complex financial data into clear recommendations for senior management and improve reporting processes and financial accuracy. Seeking an Assistant Management Accountant role to contribute to month-end reporting, budgeting, and financial analysis within a dynamic finance team.

Work History

Management Accounting / Finance Experience

SODECI Abidjan-Ivory Coast
2002 – 2005

- Prepared monthly management reports and financial performance summaries to support senior management decision-making
- Analysed cost structures and identified opportunities for cost control and operational efficiency improvements
- Supported budgeting and forecasting processes through financial data analysis and reporting
- Conducted variance analysis to compare actual results against budgets and forecasts
- Partnered with cross-functional teams to provide actionable financial insights aligned with business strategy
- Streamlined reporting processes, improving the accuracy and timeliness of financial information
- Monitored KPIs and tracked departmental financial performance
- Maintained large financial datasets using Excel and accounting systems
- Contributed to process improvements that enhanced financial accuracy and reduced reporting error

Education

Master's Degree in Accounting

University of Cocody-Abidjan Ivory Coast
2001

- Financial Reporting
- Corporate Finance
- Budgeting and Forecasting
- Audit and Assurance

Key Skills

- Management Reporting & Month-End Support
 - Budgeting & Forecasting
 - Variance Analysis
 - Cost Control & Financial Analysis
 - Financial Performance Reporting
 - Data Analysis & Financial Modelling
 - Business Partnering
 - Financial Process Improvement
 - Advanced Microsoft Excel (Pivot Tables, VLOOKUP, Data Analysis)
 - Accounting Software: SAP, Oracle, QuickBooks
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Core Competencies

- Strong analytical and problem-solving skills
 - Excellent attention to detail and accuracy
 - Ability to interpret complex financial data
 - Effective communication with stakeholders
 - Organised and deadline-driven
 - Team collaboration and cross-functional support
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Additional Information

- Eligible to work in the UK
- Open to Assistant Management Accountant roles (Hybrid/On-site)
- Immediate availability
- Speak French, Italian and English

References

Available upon request.

COVER LETTER

Hiring manager's Space 8 Recruitment Ltd
[Company address] Coventry
18 February 2026

Union House 111 New Union Street

Coventry CV1 2NT England

Dear Mr/Mrs/Miss/Ms

I wish to apply for the role of Assistant Accountant, currently being advertised on Totaljobs. Please find enclosed my CV for your consideration.

As you can see from my attached CV, I have over 3 years' experience in the finance and management accounting industry, and I believe my experience in financial reporting, budgeting, variance analysis, cost control, and financial data management during this time make me the right candidate for the role.

In my previous role as a Management Accounting professional at SODECI, I have been responsible for preparing monthly management reports, maintaining financial records, analysing cost structures, supporting budgeting and forecasting, monitoring KPIs, and working with large financial datasets using Excel and accounting systems. I also supported financial processes including reconciliations, reporting accuracy, and process improvements within the finance function.

During this experience, I developed strong attention to detail, accuracy in financial data handling, and the ability to meet strict deadlines in a fast-paced finance environment. I gained valuable experience in financial reporting, data analysis, and supporting core accounting tasks that are directly relevant to payroll support, bank reconciliations, expenses tracking, and cashbook management.

All of this, coupled with my enthusiasm and dedication, advanced Excel skills, strong organisational abilities, analytical thinking, and effective communication, has helped improve the accuracy and timeliness of financial information and support efficient finance operations.

I am confident that I can bring this level of success with me to your organisation and help the company you are representing build upon its reputation as a well-established and growing

manufacturing business. With my previous experience and expertise, I believe my contribution will have a positive impact on payroll processes, reconciliations, financial reporting, and overall finance team efficiency.

Thank you for your time and consideration. I look forward to the opportunity to discuss my application further and demonstrate how my skills and motivation can contribute to your finance team.

Yours faithfully, Tiemoko Dagnogo