

Document Name	Job Description	
Last Reviewed		
Document Creation Date	29/05/2026	
Issue Revision Number	1.0	
Document Owner	Company Accountant	

Assistant Accountant – Temporary Position

About Savant Ltd

Savant has been an employee-owned company since 2001 and is now wholly owned by the Savant Employee Benefit Trust (EBT) – to which all eligible staff belong. This enables our employees to share in the success of the business. We are an established SME which supplies software and database development, support services and consultancy expertise for life and business critical systems. We also have extensive experience of implementing technologies for a wide range of infrastructures from national data centres to smart phones.

Summary of Position

Our business requires a full-time Assistant Accountant on a temporary basis to cover maternity leave from August 2026 to October 2027. They will work alongside our Company Accountant and another member of the Accounts team during the hand-over period in order to ensure successful completion of our on-boarding process.

The successful candidate will assist with the day to day running of the Accounts Department and report to a member of the Accounts Department/Director. This role requires flexibility, reliability and along with problem solving skills, the ability to work in a busy environment and being able to work closely with others, both staff and customers. This is an office-based role situated in Burton-In-Kendal.

Location: Burton-in-Kendal, Cumbria

Type: Temporary/Full-time

Salary: £38,000 per annum

Duties & Responsibilities:

The position will assist as required with day-to-day accounting, banking, personnel and administration.

Accounts:

- Sales order and invoice processing.
- Sales Ledger management – invoicing, reconciliations, customer statements, customer queries etc
- Purchase Ledger – Supplier invoices, account reconciliations, invoice queries, enter credit card transactions

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Bank:

- Cash-flow forecasting, monitor balances, reconciliations
- Arrange payments of suppliers, employee expenses, HMRC payments etc
- Cashbook postings.

Personnel:

- Assist with maintenance of documentation and administration of staff records and benefits.
- Assist with staff communication and documentation as needed.

General:

- General phone enquiries.
- Monitoring key suppliers and customers.
- Housekeeping tasks and updating of monthly spreadsheets as required
- Ad hoc tasks as required.

Required Skills:

- AAT (level 2/3) or similar accounting training desirable
- Experience in a similar role
- Microsoft Office proficient