



**National leader** in a renewable energy sector seeking an excellent **bookkeeper/finance officer**

### **Employer**

Derwent Hydro is an established UK leader in our specialist field of small-scale hydroelectric power. We are a family owned and run business employing 15 people, we are a values-based organisation with a great respect for people, the planet and industrial heritage. This is demonstrated by our recent move to Masson Mills in Matlock Bath, where we generate our own clean electricity from the River Derwent and enjoy working from these iconic buildings. Derwent Hydro is a group of several small companies, all of which will be supported by the successful candidate.

### **Role**

The successful candidate would be the primary accounting team member, reporting directly to one of the directors – although the work will require some level of interaction with many other members of staff. The key duties in this role are outlined below, although the job may include appropriate other tasks from time to time:

- Keeping company accounting records up to date, and reconciled with bank statements. Problem-solving any issues that may arise.
- Management of company credit card and supplier accounts.
- Making all payments on behalf of the companies in the group, including paying bills, salaries, expenses, dividends and loans.
- Ensuring correct VAT records are kept, preparing and submitting VAT returns for each company quarterly.
- Assembling all information required by the companies' accountants for each set of annual accounts.

### **Candidate**

The ideal candidate will be able to demonstrate:

- At least 3 years' experience in accounting administration as outlined above.
- Relevant qualifications.
- An ability to work accurately, conscientiously and largely unsupervised.
- Good communication skills.
- Expertise with Excel.

The following are desirable but not necessarily essential:

- Experience with FreeAgent accounting software.

---

Correspondence address: Dr J Needle, Hawthorne House, Bingley Road, Menston,  
Ilkley, West Yorkshire, LS29 6AX.  
01773 821 944 [jamie.needle@derwent-hydro.co.uk](mailto:jamie.needle@derwent-hydro.co.uk)

Registered office: Sir Richard Arkwright's Masson Mills,  
41 Derby Road, Matlock Bath, Matlock, Derbyshire, DE4 3PY.  
Registered in England. Reg No. 2227448, [www.derwent-hydro.co.uk](http://www.derwent-hydro.co.uk)

- Experience with Xero accounting software.
- Customer service experience
- Willingness to get involved in non-core areas to support the rest of the team from time to time, for example on our front desk or by managing incoming phone calls.

**Particulars**

- Salary rate of £25,000-£30,000 full time equivalent.
- 2.5 or 3 days per week.
- Based at Masson Mills, Matlock Bath, DE4 3PY
- Permanent (subject to probation)