



Accounts Assistant

Are you looking for your next step in Finance?

United Rental Group is seeking an Accounts Assistant to join our Finance Department - a fantastic opportunity for someone with transactional finance experience looking to grow within a successful, fast-paced business.

About United Rental Group

United Rental Group is the UK's leading Licensee network of independent vehicle hire companies. We manage close to 600 Licensees, operating from around 700 locations nationwide, providing car, van, truck, and specialist vehicle rental services. Based in Chesterfield, Derbyshire, we are a small team with under 100 people and have been operating since 1991.

Don't let our team size fool you – we are a financially successful business, generating between £17m and £30m in annual profit in recent years. We're a proud BVRLA member and part of the East Midlands Chamber. We foster a vibrant, fast-paced environment where energy, enthusiasm, and motivation thrive. You'll be joining a team of passionate professionals who love what they do. Our culture is built on collaboration, shared values, and a commitment to high performance.

Key Responsibilities

- **Purchase Invoice Processing** – Accurately process and code incoming purchase invoices in line with company procedures and deadlines.
- **Supplier Statement Reconciliation** – Reconcile supplier statements to the purchase ledger, identifying and resolving discrepancies in a timely manner.
- **Query & Dispute Resolution** – Investigate and resolve invoice queries and disputes with suppliers, maintaining positive working relationships throughout.
- **Cross-Team Liaison** – Work closely with the wider Finance team and internal departments to ensure smooth processing and accurate financial records.
- **Cash Allocation** – Allocate cash receipts and payments accurately and promptly, ensuring ledgers remain up to date.
- **Payment Runs** – Assist in the preparation and execution of payment runs in accordance with agreed schedules and authorisation procedures.
- **Ad Hoc Support** – Provide general finance support and undertake ad hoc duties as required to support the wider Finance Department.

Skills Required

- Ability to work well under pressure
- Experience working in a transactional finance environment
- Unwavering attention to detail and a high level of accuracy
- Excellent IT skills, including Excel and other Microsoft packages
- Exceptional organisational skills with the ability to work to tight deadlines
- Strong teamwork, cooperation and communication skills
- A positive and proactive approach to work

What We Offer

- A competitive salary
- 22 days annual leave plus statutory
- Private Medical Insurance
- BUPA Dental
- Cycle to Work Scheme
- Free Onsite Parking
- Pension Enrolment
- A lively, collaborative culture that celebrates success with events and team recognition

Working Hours

This role involves working a 40-hour week, Monday to Friday, usually between the hours of 8:00 am and 5:00 pm. The role is primarily office based, with some flexibility built in each month.

How to Apply

To apply, please send your written expression of interest, along with your CV and salary expectations, to Kerry Apps at Kerry.Apps@URG.co.uk.