

Accounts Coordinator

£26,250 per annum ■ 12-month Fixed Term Contract
37 hours per week flexi-time ■ Basildon/Hybrid



Chartered Trading
Standards Institute

CTSI, boasting a rich legacy of safeguarding consumers for 145 years, is an ambitious professional membership organisation supporting the Trading Standards profession across the UK. Driven by our members and a strong sense of purpose, we deliver services, qualifications, training and professional development that help Trading Standards professionals build the knowledge and skills they need to protect consumers and support fair trading.

We are looking for an organised and detail-focused Accounts Coordinator to join our Finance Team and provide essential financial support across CTSI and its associated companies.

Working closely with colleagues across the organisation, you will take responsibility for a range of accounting and financial administration activities, helping to ensure the smooth operation of sales and purchase ledger functions, effective financial controls and the provision of accurate management information.

This varied role includes processing sales invoices and receipts, supporting credit control activities, maintaining supplier and customer account records, and ensuring that transactions are accurately recorded within our financial systems. You will also assist with bank reconciliations, fixed asset records, financial reporting and the maintenance of inter-company accounts.

You will possess strong numeracy and IT skills, be proficient in Microsoft Excel and have the ability to organise your workload effectively to meet deadlines. Excellent communication skills and a professional approach to dealing with customers, suppliers and colleagues are essential.

An AAT Foundation qualification, or a willingness to study towards AAT or a similar professional qualification, together with experience of working in an accounts environment, would be advantageous.

This is an excellent opportunity for someone looking to develop their finance career within a supportive and purpose-driven organisation. You will be joining a collaborative team and helping to ensure the financial resilience and operational effectiveness for the organisation.

We would love to hear from you, even if you don't have all the listed experience or skills; you might bring something valuable we haven't even considered!

Benefits include:

- Flexi-time, hybrid working, working abroad policy
- Minimum 25 days annual leave plus bank holidays
- Christmas shut down, paid volunteering days
- Enhanced pension contribution
- Inclusive culture supported by EDI and family-friendly policies

For further details about CTSI and this job, please download a candidate information pack which contains details about how to apply

<https://www.tradingstandards.uk/about-us/job-vacancies-at-ctsi/>

The closing date for receipt of applications is noon on 1 November 2026

CTSI is an equal opportunity employer dedicated to fostering diversity, inclusion, and equal opportunities in the workplace for all staff. We encourage applications from individuals of all backgrounds. If you require any adjustments during the application process, please reach out to hr@tsi.org.uk

