

## **Accounts Assistant**

Location: Imperial Wharf

Salary of **£22,000 - £25,000 per annum** depending on experience.

### **Immediate start preferred.**

As the **Accounts Assistant** you will report to the Head of Finance and the senior account directly and be responsible for a wide range of tasks. You will be looking after the day to day processing of the purchase ledger invoices, dealing with expenses, assisting with month end and assisting the team with various ad hoc duties.

Your working hours will be Monday to Friday, 9am – 5:30pm.

### **Key duties and responsibilities of the Accounts Assistant:**

- Supplier reports and payments.
- Petty cash reconciliation.
- Maintain Direct debit list and credit agreements.
- Assist in month end closing
- Maintaining the AP ledgers and ensuring reconciliation to the General Ledger daily.
- Maintaining the accounts, completing applications, write offs as directed by the senior accountant
- Assisting monitoring mailboxes and responding to finance queries
- Filing and archiving
- Assisting the team in other adhoc tasks as and when required

### **Skills and experience required to become the Accounts Assistant:**

- An eye for detail with a more proactive than reactive attitude
- Good computer skills: Excel and Word
- Experience of accounting package(s) such as SAGE 50 and Sage Payroll
- Good organisational skills, ability to work to deadlines, able to prioritise a varied workload