

**Job Title:** Accounts Assistant - Part Time – 12 Month Contract

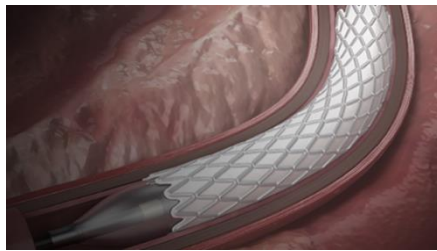
**Reporting Manager:** Financial Controller

**Academic Requirements:** ACCA Qualified / Part Qualified

**Professional Experience:** 1 + Years' Experience

### **Function**

The Accounts Assistant will be an integral part of the team responsible for supporting and maintaining an efficient and accurate Finance function within the business whilst also in a continuous learning and development environment. Predominantly responsible for assisting the Financial Controller with Junior Accounting duties. Due to the nature of this role complete confidentiality is required of the Accounts Assistant. The disclosure of financial information is extremely sensitive to the company. The role of the Accounts Assistant is therefore entrusting of the candidate to be highly sensitive and confidential of the financial information available to them.



### **Duties and Responsibilities**

- To be involved in all aspects of General Ledger Processing and validation, through Transaction Review and Reconciliation.
- To assist in completing the Monthly Accounting Reporting process through the Management of Data in Syspro
- Performance of Balance Sheet Reconciliations.
- Managing the Transactions required for completion of External Sales
- Assist with the preparation for Audit
- Credit control
- Invoice Processing
- Payroll Processing
- Undertake specific Projects as the Financial Controller requires

### **Key Requirements**

- 1+ years' finance experience

- ACCA Qualified or part qualified, could suit candidate working towards full qualification
- A genuine interest in Accounting Practices
- The ability to work proactively as part of a team and on own initiative
- Strong PC Skills
- Good Organisational Skills and ability to work to, and sometimes implement own processes
- Excellent documentation skills and attention to detail
- Excellent interpersonal and communication skills
- Ability to take direction and guidance on tasks
- Proactive, someone who anticipates potential problems and is a step ahead