



Accounts Assistant

Job Title:	Accounts Assistant
Department:	Accounts
Reporting to:	Management Accountant
Salary:	Depending on experience
Hours:	Full Time (40 hours per week)

This is a great opportunity for an Accounts Assistant to join our small and friendly Accounts team at our head office on Rathbone Place, Central London.

You will be responsible for all purchase ledger functions. The role would suit someone with at least 6 months' experience in a previous accounts role.

Key Responsibilities of the role:

- Accurately entering and coding all purchase ledger invoices onto Sage
- Sending supplier invoices out for approval and promptly following up any invoices outstanding
- Reconciling supplier statements and following up on any discrepancies
- Dealing with and resolving internal and external queries efficiently
- Processing of regular supplier payment runs
- Maintaining good relationships with both suppliers and internal approvers
- Managing, checking and reconciling petty cash
- Monitoring, analysing and posting staff debit card transactions
- Daily posting and allocation of customer receipts to the sales ledger
- Preparing and posting month end journals
- Carry out ad-hoc duties and assisting the team as and when required

Key skills, experience and attributes:

- Able to communicate clearly and effectively
- Well organised and able to cope with a high volume of processing
- Excellent attention to detail
- Ability to multi-task and work under pressure
- Punctual, professional and reliable

If you are interested in the role please apply with a cover letter and CV.