

Vacancy for Account Assistant

Job Title: Accounts Assistant

Job Type: Full-Time/Part-Time

Key Responsibilities:

Assist with day-to-day accounting tasks, including data entry and processing invoices.

Maintain accurate financial records and update ledgers.

Reconcile bank statements and assist in preparing financial reports.

Assist with payroll processing and ensuring all payments are made on time.

Support the preparation of VAT returns and other tax documentation.

Handle general finance queries and provide support to the finance team.

Assist in month-end and year-end closing processes.

Liaise with suppliers and clients regarding account queries.

Requirements:

Previous experience in an accounts assistant role or similar.

A basic understanding of accounting principles and financial regulations.

Proficiency in accounting software (e.g., Sage, QuickBooks, Xero) and Microsoft Office, particularly Excel.

Strong attention to detail and organizational skills.

Good communication skills and the ability to work as part of a team.

Ability to meet deadlines and manage multiple tasks effectively.

A qualification in accounting or finance (AAT or equivalent) is preferred but not essential.

Benefits:

Competitive salary based on experience.

Opportunities for professional development and career growth.

Supportive and collaborative working environment.

Flexible working hours (if applicable).