

Accounting Assistant (London, UK)

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Company: FallenAmbers

Location: London

Category: other-general

Job brief

We are looking for an Accounting Assistant to perform daily accounting tasks that will support our financial team.

Accounting Assistant responsibilities include managing expense reports and reimbursements, entering financial transactions into our internal databases, and reconciling invoices. If you have an Accounting degree and are interested in gaining experience in bookkeeping procedures, we'd like to meet you.

Ultimately, you will help our Accounting department run smoothly, ensuring transparency and efficiency in all transactions.

Responsibilities

Reconcile invoices and identify discrepancies

Create and update expense reports

Process reimbursement forms

Prepare bank deposits
Enter financial transactions into internal databases
Check spreadsheets for accuracy
Maintain digital and physical financial records
Issue invoices to customers and external partners, as needed
Review and file payroll documents
Participate in quarterly and annual audits

Requirements

Work experience as an Accounting Assistant or Accounting Clerk
Knowledge of basic bookkeeping procedures
Familiarity with finance regulations
Good math skills and the ability to spot numerical errors
Hands-on experience with MS Excel and accounting software (e.g. QuickBooks)
Organization skills
Ability to handle sensitive, confidential information
BSc/Ba in Accounting, Finance or relevant field

. Skillset Required: Accounting Clerk, accounting software, MS Excel , QuickBooks

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Cross References and Citations:

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