

Accounts Assistant

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Company: Get-Recruited (UK) Ltd

Location: Altrincham

Category: other-general

ACCOUNTS ASSISTANT

ALTRINCHAM

HYBRID (2 DAYS OFFICE/3 DAYS HOME PER WEEK)

£26,000 to £30,000 + STUDY SUPPORT + GREAT BENEFITS

THE COMPANY:

We're proud to be exclusively recruiting on behalf of a highly successful and forward-thinking professional services company based in the Altrincham area that is looking to add a further member to the team.

As an Accounts Assistant, you'll be reporting to the Finance Director & Management Accountant and be responsible for a mix of Payroll Preparation and broader Finance tasks such as; Bank Reconciliation, Sales Ledger Corrections, Journals, Prepayments, Accruals and liaising with internal departments to resolve discrepancies.

This is a great opportunity for a driven individual who is undertaking AAT Level 2 or 3, and has 2 years + experience in a broader finance role. Exceptional candidates who haven't

undertaken AAT Qualifications will be considered.

THE ACCOUNTS ASSISTANT ROLE:

Reporting to the Head of Finance, you'll be working in a small team people with a mixed responsibility for day-to-day transactional finance tasks (80% of the role) and acting as the sole person responsible for Monthly Payroll (20% of the role)

Preparing monthly payroll for around 100 staff, across 4 core payroll groups. Preparation includes Starters, Leavers, Adjustments, Hours/Work Patterns and sending final data to the external payroll company for processing.

Supporting with the reconciliation of the sales ledger, posting payments, spotting discrepancies and flagging mismatches with the internal sales support team for correction.

Conducting Daily bank reconciliations, logging debtor payments and ensuring the accounts system matches the bank.

Assisting with journals such as accruals & prepayments

Conducting ad-hoc customer account reconciliation to handle discrepancies.

Providing support to the Purchase Ledger Clerk when required and assisting with general transactional finance admin.

THE PERSON:

Must have experience within an Accounts Assistant role, or similar position, such as Finance Assistant, Accounts Clerk, Finance Clerk or Assistant Accountant

Ideally with an AAT Level 2 or AAT Level 3, however, exceptional candidates without will be considered.

Experience of preparing monthly payroll for a reasonable size, which includes a layer of complexity. Demonstrating an ability to manage payroll for circa 100 staff.

Great attention to detail is essential.

Able to add Journal entries for accruals and prepayments.

Confident around systems, strong communication skills and a 'can do' attitude is essential.

TO APPLY:

Please send your CV for the Accounts Assistant position via the advert for immediate consideration.

Get Recruited is acting as an Employment Agency in relation to this vacancy.

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Cross References and Citations:

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