

Accounts Assistant-Entry Level

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Company: Pertemps

Location: London

Category: office-and-administrative-support

Exciting Opportunity for an Entry-Level Accounts Assistant!

Salary £25,000-£27,000 plus study support package

Location-London Bridge

Are you a fresh graduate with a passion for finance and accounting, holding an impressive degree (1st or 2.1) and up to a year of relevant experience in accounts? If so, there is an excellent opportunity that could mark the vibrant beginning of your successful career!

Join this privately owned Property leader in the residential property industry, located just a stone's throw away from the iconic London Bridge. As one of the fastest-growing residential developers in the capital, they are making their mark on several major sites across London, and they want you to be a part of our dynamic growth story!

Why this company ?

Prime Location: Their office is conveniently situated near London Bridge

Rapid Growth: With multiple major projects underway, you will have the unique chance to grow professionally in a fast-paced and exciting environment.

Career Development: The opening of this position due to internal promotion highlights our commitment to employee advancement.

Study Support Package: Ambitious about furthering your qualifications? This Client will provide a generous study support package for ACCA or CIMA to fuel your career

progression.

Your Role: As an Entry-Level Accounts Assistant, you will dive into the heart of our finance operations, working closely under the guidance of our Company Accountant.

Your responsibilities will be diverse and integral to their financial management team, including but not limited to:

Handling Debits and Credits, ensuring accurate financial records.

Performing Bank reconciliations and managing Payment runs for supplier invoices.

Spearheading credit control efforts by diligently chasing debtors.

Crafting and issuing customer invoices, securing that all income is accurately billed and collected promptly.

Assisting in journal entries for management accounts and managing client and supplier invoice queries.

Preparing CIS and VAT returns, along with assisting in cash flow management and forecasts.

Who You Are:

A recent graduate with a degree in Finance/Accounting, achieving a 1st or 2.1 classification.

You possess up to 1 year of experience in an accounts-related role, though this company are keen on mould the right individual , they are not looking for no more than a years' experience, they will consider someone that has 6 months experience plus.

You are ambitious, detail-oriented, and eager to take on challenges with a proactive mindset.

Excellent communication skills and the ability to work harmoniously within a team environment.

This is more than a job offer; it is your chance to ignite a bright career in finance within the thriving property development sector. If you are ready to step into a role that promises growth, learning, and a supportive journey towards your professional qualifications, please send your CV immediately

ONLY SUITABLE CANDIDATES WILL BE CONTACTED -PLEASE NOTE THIS COMPANY WILL NOT CONSIDER CANDIDATES WITH MORE THAN 1 YEARS

EXPERIENCE -THIS IS AN ENTRY LEVEL ROLE WHERE TRAINING AND DEVELOPMENT WILL BE PROVIDED.

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