

Accounts Assistant - Immediate Start

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Company: Osborne Appointments

Location: Hertford

Category: office-and-administrative-support

Accounts Assistant

OA are currently working with a leading organisation within their field and recruiting for an Accounts Assistant based in **St Albans**.

We are looking to appoint an Accounts Assistant to support the preparation of management accounts and all round understanding of purchase / sales ledger. The ideal candidate will be available to start immediately and look for progression into an Assistant Accountant.

Working Hours: Monday to Friday 09:00am - 17:00pm (37.5 hour week)

Weekly Pay - £15.38 an hour

Immediate start

Free on-site parking

Temporary to Permanent

Progression opportunities

Accounts Assistant - Key Responsibilities:

Preparation of management accounts

Balance sheets reconciliations

Deal with FC accounts and transactions

Cash flow forecast is accurate and updated

Purchase ledger; process supplier payments, staff expenses

Sales Ledger; manage debtors and assist credit control

Month end preparation and closure

Accounts Assistant - Skills and Experience:

Previous experience within Accounts / Finance role.

Studied / studying AAT

Excellent communication skills; written and verbal

High attention to detail

Ability to work alone or as a team

Driven and self-motivated

Knowledge of Excel - V-LOOK ups and pivot tables

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