

Accounts Assistant

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Company: Autograph Recruitment

Location: Tiverton

Category: other-general

Job Title: Accounts Assistant

Location: Tiverton

Salary- Dependent on experience

The role:

Reconcile bank statements: Regularly check bank statements to ensure all transactions are recorded correctly.

Assist with bookkeeping tasks: You may be involved in general bookkeeping tasks, such as recording financial transactions and maintaining general ledgers.

Data entry and maintaining accurate records: Inputting data into accounting software and ensuring all financial records are accurate and up-to-date.

Liaise with clients regarding accounts queries: Respond to enquiries from clients about invoices, payments, and other account-related issues.

Additional skills/qualifications:

Experience in accounts payable or receivable: Experience in a specific area of accounts, such as payable or receivable, can be advantageous.

2 + years working within an accountancy practice environment

Experience with accounting software (e.g., QuickBooks, Xero) a plus: While not always essential, experience with specialist accounting software can be a real asset.

AAT Qualified or training towards the qualification

Proficient in Microsoft Office Suite (Excel, Word, Outlook)

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