

## Finance Admin / Client Accounts

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Company: Office Angels, UK

Location: London

Category: office-and-administrative-support

## Finance Administrator / Client Accounts - Exciting Opportunity!

**Wimbledon**

**£24-28,pa DOE**

Are you an experienced Finance Administrator with a passion for numbers and an eye for detail? Are you looking for an opportunity to join a friendly and supportive team? Our client is currently seeking a Finance Administrator/Client Accounts to join their team in Wimbledon.

As the Finance Administrator/Client Accounts, your main responsibilities will include posting receipts and payments, account reconciliations, checking invoices and statements, online payments, banking, and preparation of management reports. You should ideally have at least one year of accounts experience as well as an understanding of accounting software and Excel.

### What we're looking for:

At least one year of accounts experience

Strong understanding of accounting software and Excel

Excellent attention to detail

Exceptional organisational skills

Great communication skills, both written and verbal

Proficiency in IT skills

In addition to these qualifications, our client is looking for someone with a positive and enthusiastic attitude. Your ability to work well in a team environment, coupled with your desire to deliver exceptional service, will make you a great fit for this role.

If you are looking for a new opportunity to develop your career in finance, working with a dynamic team in the legal industry, then this could be the perfect role for you. Don't miss out on this chance to join our client's organisation and take the next step in your career as a Finance Administrator/Client Accounts.

Apply now and seize this exciting opportunity for growth and development. We look forward to receiving your application!

Office Angels acts as an employment agency for permanent recruitment and an employment business for the supply of temporary workers. Office Angels UK is an Equal Opportunities Employer.

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