

French Speaking Bookkeeper

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Company: FED FINANCE UK

Location: London

Category: other-general

Fed Finance is a dedicated recruitment firm which specialises in Accountancy & Corporate Finance roles. Our client, a well-established Accountancy Firm, is looking for a French speaking Bookkeeper. They are based in SE1, close to Waterloo.

- Accountancy tasks
 - * Ensure that all the information necessary to process the monthly management accounts of the Outsourcing clients is received on time
 - * Input all the data received from clients
 - * Bank reconciliation
 - * Assist Outsourcing clients with general administration tasks
 - * Deal with incoming queries from clients, suppliers etc
 - * Ensure the most friendly and professional relationship with clients
- VAT return
 - * Complete the quarterly VAT return
 - * Submit the completed and signed form to HM Customs and Excise online
- Coordination between the Department and its clients
 - * Liaise with HMRC
 - * Liaise with any other necessary suppliers in order to assist the company
 - * Assisting Auditors to carry out an audit on the behalf of clients
- Other
 - * Updating the databases: input accurate data into database
 - * Assist the Accounts and Outsourcing department prepare reports/presentations/accounts
 - * Depending on the existing workload, other projects may be given by the Finance & Outsourcing Services
 - * Manage archiving (paper & electronic)
 - * Write procedures if necessary
 - * Weekly meeting, monthly operational reporting to the Finance & Outsourcing Services
 - * To absorb the workload of the Assistant Accountants during their absence

Degree level in Accounting and Finance

- * Experience in nominal ledger, sales ledger, purchase ledger and cashbook, knowledge of VAT declaration
- * Excellent credit control skills
- * With at least 2-3 years' work experience
- * Knowledge of French would be strongly desirable but no strictly necessary
- * Knowledge of Accounting package: SAGE, XERO would be an

advantage * Desirable ability to produce accounts up to trial balance

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