

## Senior Accounts Assistant

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Company: Hire Resolve

Location: Dundee

Category: office-and-administrative-support

Hire Resolve, a leading recruitment agency, is currently seeking a Senior Accounts Assistant to join a client's dynamic finance team. As a Senior Accounts Assistant, you will play a crucial role in supporting the finance department by maintaining accurate financial records and providing essential administrative support. This position offers an excellent opportunity for a highly motivated and detail-oriented individual to contribute to the success of our organisation.

### Responsibilities

Manage accounts payable and accounts receivable processes

Prepare and review financial statements

Assist with month-end and year-end close processes

Perform bank and account reconciliations

Manage and process payroll

Ensure compliance with internal policies and procedures as well as regulatory requirements

Assist with budgeting and forecasting activities

Provide support and guidance to junior members of the finance team

## Requirements

Bachelor's Degree in Accounting, Finance, or a related field

Part qualified ACA or ACCA

Minimum of 5 years' experience in an accounting or finance role

In-depth knowledge of accounting principles and regulations

Proficiency in accounting software and Microsoft Office suite

Strong analytical and problem-solving skills

Excellent attention to detail and accuracy

Effective communication and interpersonal skills

Ability to work both independently and collaboratively within a team

Experience in a supervisory role would be advantageous

## Benefits

Contact Hire Resolve for your next career-changing move.

Salary: negotiable.

Our client is offering a highly competitive salary for this role based on experience.

Apply for this role today, contact Adriana Horwood at Hire Resolve or on LinkedIn.

Alternatively, visit the Hire Resolve website: [or](#) email us your CV:

We will contact you telephonically in 3 days should you be suitable for this vacancy. If you are not suitable, we will put your CV on file and contact you regarding any future vacancies that arise.

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