

Accounts Assistant

Salary £25,000 - £29,000 per annum depending on experience

Accounts Assistant required for busy firm of surveyors and architects based at London Bridge. Reporting directly to Accounts Manager.

Experience and skills

- You will have a minimum of 2 years' previous experience working within a related job/role and/or may be actively studying for CIMA or ACCA qualification.
- Working knowledge of Sage 50 Accounts and Sage payroll
- Intermediate Excel, Intermediate Word, Outlook
- Excellent Communication Skills - verbally and in writing
- Ability to work with accuracy, attention to detail and a 'can do' attitude towards getting the job done
- Ability to work co-operatively with others and contribute positively as part of a team

Main Duties will include:

- Matching Supplier invoices with delivery notes and inputting onto system
- Reconciling Supplier Statements and preparing Supplier BACS payments
- Checking accuracy of Sales invoices and resolving any queries
- Exporting Sales Documents from supporting software into Sage Accounts
- Checking client payment receipts from bank statements and allocating to client's accounts
- Updating and maintaining cash flow forecast. Month End Bank reconciliations.
- Credit control -Monitoring client accounts and chasing overdue payments by telephone and email
- Monthly checking and processing of expenses
- Raising Recharge Invoices - Reconciling Inter-Company transactions
- Filing, and other administrative duties as required