

Going Places Ltd.



JOB REFERENCE:	123-SJS10042
JOB TITLE:	ACCOUNTS ASSISTANT
EMPLOYER:	GOING PLACES LTD
LOCATION:	SALISBURY
SALARY:	£18K-26K
WORKING HOURS:	35hrs

DESCRIPTION

Accounting technicians are trained to work alongside professional accountants in a wide range of roles including cashier, accounts clerk, bookkeeper, payroll officer, credit controller, finance assistant and accounts manager. They may work on the preparation of accounts, tax returns, or investigating financial queries. In some organisations, they may specialise in particular areas such as corporate finance, insolvency (bankruptcy) or forensic accounting.

DUTIES TO INCLUDE

Accounts assistants are responsible for tasks relating to the preparation and maintenance of financial records as well as cash handling and office administration. Typical responsibilities include:

- Balancing accounts
- Processing receipts, sales invoices and payments
- Maintaining financial records which accurately record the business' incoming and outgoing finances
- Completing VAT return forms
- Ensuring that accounts are accurately monitored and recorded
- Dealing with a company's payroll by processing wages and employee expense claims
- Preparing profit and loss accounts sheets
- Preparing balance sheets
- Answering the phone and reading/sending emails to clients
- Meeting and greeting clients when they come into the office
- Minuting meetings/ photocopying/ filing and other administrative duties
- Processing office post
- Client engagement – sending out starter packs to clients/ answering enquiries etc
- (In an accountancy firm) Processing company's own accounts

SKILLS REQUIRED

- Excellent Communication skills
- Ability to work as part of a team but also use own initiative
- Good IT and administration skills
- Customer awareness and patience when dealing with people
- Good organisational skills
- Ability to prioritise workload
- Analytical and judgemental skills
- Good level of English and Maths
- a good level of numeracy
- to be confident working with ICT; computers are used for most routine work
- a logical and methodical approach to work
- attention to detail
- an interest in business and finance
- good communication skills.

PERSONAL QUALITIES

- Honesty and integrity
- Ability to work well under pressure to meet deadlines
- Self-motivated with a willingness to learn
- To work accurately and pay attention to detail
- To be confident with customers
- Motivated and enthusiastic

QUALIFICATIONS REQUIRED

GCSEs at grades 9 - 4, including English and maths (or equivalent)

- You will also require an AAT Accounting Qualification is made up of three levels:
- the Level 2 Certificate in Accounting
- the Level 3 Diploma in Accounting
- the Level 4 Diploma in Accounting - completion at this level means achievement of the full AAT Accounting Qualification.

Please send your CV, Application Form and a covering letter to:

Mrs Chloe Newton
Going Places Ltd
37 Guild Street
London
EC3R 9EH

Quoting Job Reference.