

French organisation is looking for a French speaking Assistant Accountant to mostly work on accounts payable function. You will report to the Chief Accountant and be part of a small team.

ROLE :

Accounts Payable

- Purchase Orders and support timely payments of invoices
- Perform bank reconciliation in relation to payments made to suppliers
- Review and verify invoices and check requests
- Perform supplier reconciliation
- Resolve queries from suppliers and invoices discrepancies and issues
- Maintaining and update supplier records in Sage
- Process orders for staff and resolve any arisen queries
- Maintain a good relationship with supplier
- Booking venue for sports activities

Budget

- Provide budget update to the budget holders
- Perform analysis when necessary

Fixed Assets

- Maintain and update the fixed assets software and ensure that all is being reconciled with Sage.

Other duties

- Undertake any other duty or responsibility which may reasonably be requested by the Chief Accountant or the Finance and Administration Director.

PROFILE :

- Fluent French and English
- Diploma in accounting (BTS, AAT, or studying towards ACCA)
- Min 3 years experience in accounting, UK accounting highly desirable
- Practical experience of MS Office, particularly EXCEL
- Experience with accounting software (ideally SAGE)
- Good organisational skills with an ability to prioritise and meet deadlines
- Meticulous attention to detail.
- Good interpersonal and communication skills.
- Ability to work collaboratively
- Willingness to learn

SALARY & BENEFITS

Between £25k and £30k according to skills and experience

Excellent benefits including holidays (more than usual), pension scheme, cycle to work, etc

