

International practice based in Central London is looking for a **Junior Accountant** to join their team. You will be assisting companies in their accounts and it will be a plus if you speak French as many clients are French companies. As a junior Accountant, you will be working under the supervision of senior staff and training will be given.

ROLE :

- Bookkeeping: maintenance of client records in Excel and Sage, including Sales and Purchase invoices control, receipts and payments analysis, bank and VAT reconciliations
- Assisting in the preparation of company accounts, maintenance of client files and reporting to senior staff at agreed stage of completion
- Preparing and filing VAT returns for small size companies
- Preparing monthly payroll
- Liaising with clients to ensure records and accounts information are delivered in a timely fashion
- Providing support to Senior accountants when necessary

PROFILE:

- Fluent French will be a plus
- BTS comptabilite or DUT or AAT qualified or previous experience as a Junior Accountant
- Intermediate Excel skills and knowledge of Sage
- One year accounting practice experience
- Strong communication skills and eye for details will be strong assets for the role

SALARY:

£25k + benefits including study support

