

Consultancy based in Central London is looking for a **French speaking Administrative and Finance Assistant**. You will be working with another administrative assistant and will provide support to one consultant. The role of Administrative and Finance Assistant requires to be very well organised and the ability to work with members of a same family, even though the role is working for one person.

Our client offers flexi-time, but this is a full-time role.

ROLE:

- Management of daily administrative tasks, including diary management, booking travels
- Bookkeeping tasks using the French accounting system: accounts payable, accounts receivable, VAT returns, reconciliation of bank statements, preparation of payroll for staff based in France
- Producing and administering correspondence and maintaining presentations, records, spreadsheets
- Maintaining filing systems
- Dealing with telephone & email enquiries, answering telephone and relaying messages as required
- Dealing with some private matters when necessary

PROFILE:

- Fluent French and English
- Previous experience as an Administrative and Finance Assistant, or assistant accountant or secretary with accounting tasks
- Knowledge of French “plan comptable” and understanding of French payroll
- Good MS Office skills
- Ability to work in a small team
- Strong organisational and communication skills

SALARY:

Between £28k and £32k according to experience