

Technology company **based in Mid-Wales** and working with French SME's is looking for a French speaking Assistant Accountant. You will be looking after clients and suppliers accounts for the French and US entities.

Our client is willing to take on a recent graduate with no UK experience

ROLE :

- Processing invoices for suppliers and clients
- Reconciliation of suppliers and installers accounts
- Payment of staff expenses
- Updating journals
- Updating clients sales contracts
- Taking payment from clients : credit cards, transfer
- Credit control for French accounts and updating sales sales ledger
- Bank reconciliation
- Liaising with clients and suppliers
- Administrative tasks

(full description will be sent to candidates selected for interviews)

PROFILE :

- Fluent French, intermediate English
- Experience in accounts or accounting degree or similar
- Knowledge of Sage line 50 will be a plus
- Good computer skills, including Excel
- Strong communication skills (written and spoken)
- Ability to work in a small team and flexibility will be assets for this role
- Attention to details

Salary :

Between £16k and £19k/pa according to experience