

International company dedicated to the design and distribution of top end furniture is looking for an **Accounts Assistant**. You will be in charge of overhead accounting and will be reporting to the Head of Finance. The role will evolve towards a full accounting role where you will support the management with preparation of month-end, calculation of P&L, VAT, etc.

This position is to start ASAP.

ROLE:

- Maintaining purchase and sales ledger (double-entry bookkeeping)
- Managing day to day cashflow
- Paying office suppliers by Bacs
- Assisting in external audits
- Processing payments, accruals and inter-company transactions
- Daily multi-currency bank reconciliations
- Processing staff cash/card expenses
- Monthly balance sheet reconciliations
- Monthly Intrastat reconciliations
- Maintaining fixed assets register
- Assisting with ad-hoc tasks

PROFILE:

- Previous accounting experience including double-entry bookkeeping
- Ideally AAT qualified, ACCA, CIMA part-qualified or similar
- Previous Sage experience
- French will be a plus
- Ability to work under pressure and to meet deadlines
- Good communication skills
- Ability to work in a small team

SALARY:

Between £28k and £30k according to skills and experience