

International practice based in Central London is looking for a **French speaking Junior Accountant** to join their team. You will be assisting French companies with operations in the UK with their UK accounts. 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, PAYE and VAT reconciliations,
- Assisting in the preparation of company accounts: maintenance of client files including accruals, prepayments, aged debtors/creditors, stock, holiday accruals, bank recs, fixed assets register and depreciation, PAYE, salary liability, other taxes recs, etc. and reporting to senior staff at agreed stage of completion
- Preparing / submitting client's VAT/ESCL/Intrastat returns to HMRC
- Preparing monthly payroll, submitting monthly pension and payroll reports, liaising with clients
- 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 and English
- **One year experience in UK accounting**
- BTS comptabilite or DUT or AAT qualified, or studying towards ACCA
- **2 to 3-year accounting practice experience (can be outside of the UK)**
- Intermediate Excel skills and knowledge of Sage
- Strong communication skills and eye for details will be strong assets for the role

SALARY:

Between £26k and £28k according to skills and experience + benefits including study support