

International organisation based in London is looking for a **French speaking Accounts Assistant** to join a growing accounting team. The team looks after a comprehensive range of services: contact address & phone line for non-resident companies, practical advice to set up a subsidiary in the UK, full accounting support, payroll services, VAT registration and management. The role of the Department is to carry out to a high standard the outsourcing work for their Porto-folio of clients.

ROLE:

- Ensuring that all the information necessary to process the monthly management accounts of the clients is received on time
- Inputting into the system all the data received from clients
- Ensuring the management accounts of the clients are produced on time and accurately
- Producing accounts up to trial balance
- Assisting clients with general administration tasks
- Dealing with incoming queries regarding the monthly management accounts
- Attending meetings between the potential client (French SME) and the partners of the organisation (lawyers, auditors, etc) after validation of the project.
- Completing the quarterly VAT return form on the behalf of the Outsourcings clients
- Submit the completed and signed form to HM Customs and Excise online
- Liaising with the parent company in France when necessary
- Setting up and follow up new clients
- Liaising with HMRC
- Liaising with any other necessary supplier
- Assisting Auditors on the behalf of clients
- Closing monthly books on time to meet deadlines
- Monthly closing determination & booking: prepaid & accruals
- Balance Sheet monthly documentation / reconciliation

PROFILE:

- Bilingual French/English would be desirable but no strictly necessary
- Educated to degree level preferably in Accounting and Finance (equivalent to BTS Comptabilité Gestion ou DUT Gestion des Entreprises et Administration) or any relevant experience related to ACCA or AAT.
- Experience in nominal ledger, sales ledger, purchase ledger and cashbook, knowledge of VAT declaration
- Excellent credit control skills
- Commercial Awareness desirable
- With at least 1 year work experience
- Knowledge of Accounting package: sage, xero, pegasus opera would be an advantage

SALARY & BENEFITS:**Between £24k and £26k according to skills and experience**

- Our working hours are Monday to Friday 09.00-17.00.
- hybrid working model, office work and WFH.
- Pension 4% after 3 months
- Private Medical Insurance and income protection insurance after 3 months of service
- Holidays: 25 days per annum in addition to 3 days of holiday at Christmas