

Ambitious international company aiming to become European leader in their technology business is recruiting a **French speaking Assistant Accountant** to work in their administrative team. The role will be to provide support to the accounting and finance team by helping to prepare financial statements, accounts, budgets, processing invoices, payroll and preparing VAT returns, month-end and year-end accounts. This is a new role and an excellent opportunity to develop a career. You will report to the Finance and Administrative Manager.

### **IMMEDIATE START**

#### **ROLE:**

- Supporting the senior/managing accountant and wider finance team
- Collaborating with these teams to work on various accounting projects
- Customers invoicing and Cash Application.
- Performing reconciliations of accounts
- Processing payments and invoices accurately and within expected time periods
- Verifying financial statements, ledgers and accounts and making corrections where appropriate
- Posting monthly payroll.
- Preparing profit and loss accounts sheets
- Preparing VAT return
- Assisting with the yearly budget preparation.
- Taking minutes in meetings and other administrative duties and others adhoc activities.

#### **PROFILE:**

- Fluent French and English
- Educated to degree level or similar, ideally in Accounting, Economics or Maths
- A least 3 years' experience in Finance and UK accounting, with strong knowledge of Accounts Payable, Accounts Receivable and an understanding of payroll
- Excellent attention to detail
- Discretion as there will likely be sensitive information and figures discussed
- Ability to work to strict time constraints and to prioritise work
- Organised and methodical approach to a task
- Good level in Excel (strong advantage).
- Xero accounting software knowledge (strong advantage).
- Dynamic and able to work in a small team

#### **SALARY:**

£30k pa according to skills and experience