

Independent consultancy firm based in North London offering professional services to international companies is looking for a **French speaking Assistant Accountant** to organise and process accounts duties for several clients of the Company.

ROLE of the Assistant Accountant:

- Processing all accounting information received by the clients on the computer systems available (Sage 50, Sage Business Cloud, Xero etc).
- Processing all sales/purchase invoices
- Entering bank receipts and payments
- Preparing and submitting VAT declarations.
- Reconciling supplier statements, bank, and other nominal accounts
- Working closely with the other team members and under supervision of the Operations Manager.
- Maintaining controls and schedules to ensure work is carried out to the required standards and on time.
- Providing clients with monthly / yearly reports as requested.
- Contacting clients to obtain necessary information to submit official declarations on time. (VAT, Accounts..)

PROFILE:

- Fluent French and English or min intermediate French
- Previous experience as an Accounts Assistant or an Assistant Accountant, ideally in practice, but not essential
- AAT or ACCA PQ will be a plus
- Ability to work in a fast-paced environment
- Strong communication skills
- Prior experience with any of the following preferred but not essential: Sage 50, Sage Business Cloud, Xerox, Odoo

SALARY:

Between £25,000.00-£30,000.00 per year according to skills and experience