

International organisation based in London is looking for an **Assistant Accountant** 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 portfolio of clients.

ROLE:

- Looking after a portfolio of clients
- Producing accounts up to trial balance
- Producing the monthly management accounts for all clients and send them
- 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
- Submitting 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:

- 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, cashbook, posting journals and knowledge of VAT declaration**
- Excellent credit control skills
- Commercial Awareness desirable and ability to work under pressure
- At least 2 year of accounting experience
- Knowledge of Accounting package: sage, xero, pegasus opera would be an advantage
- French will be a plus

SALARY & BENEFITS:

- Between £26k and £28k according to skills and experience
- 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