

International organisation based in Central London is looking for an **Assistant Accountant, ideally French speaking** 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. This Assistant Accountant role is hybrid, up to 3 days WFM.

ROLE of the Assistant Accountant:

Accounting:

- Ensuring that all the information necessary to process the monthly management accounts of the Outsourcing clients is received on time
- Inputting in accounting system all the data received from clients
- Bank reconciliation
- Assisting Outsourcing clients with general administration tasks
- Dealing with incoming queries from clients, suppliers etc
- Ensuring the most friendly and professional relationship with clients

VAT return

- Completing the quarterly VAT return
- Submitting the completed and signed form to HM Customs and Excise online

Coordination between the Department and its clients / potential clients

- Liaising with HMRC
- Liaising with any other necessary suppliers in order to assist the company
- Assisting Auditors when visiting the Chamber to carry out an audit on the behalf of clients

PROFILE:

- Educated to degree level (desirable but not strictly necessary) preferably in Accounting and Finance
- 2-3 years experience in nominal ledger, sales ledger, purchase ledger and cashbook, knowledge of VAT declaration
- Strong credit control skills
- With at least 2-3 years' work experience
- Knowledge of French would be desirable
- Knowledge of Accounting package: sage, xero, Pegasus opera would be an advantage
- Desirable ability to produce accounts up to trial balance

SALARY & BENEFITS

- Up to £30k/y + bonus
- Monday to Friday 09.00-17.00.
- Hybrid working model

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Registered office: Heathmans House, 19 Heathmans Road, LONDON SW6 4TJ. Registered in England and Wales No. 6956655



- Pension 4% after 3 months
- Private Medical Insurance and income protection insurance after 3 months of service
- 25 days per annum in addition to 3 days of holiday at Christmas