

British manufacturer of humidity and moisture protection products with a subsidiary in France is looking for a **French speaking Junior Accountant** with two years' experience in accounts to replace the retiring incumbent. The company is global and continuously develops their market share, therefore there will be progression for the junior Accountant.

The role is office based, and you should be able to commute to West London.

ROLE of the Junior Accountant:

- General Bookkeeping activities including:
 - Processing daily banking
 - Maintaining a record of transactions
 - Processing journal entries
 - Following up on aged debtors and credit control of overdue invoices
 - Assisting with accounts payable and the timely payment of creditors invoices
 - Preparing accounts to trial balance
 - Reviewing reconciliations
- Liaising and coordinating with the external accounting services provider in France on month end and year end closing; statutory reporting; VAT, tax and compliance
- Ensuring policies and procedures are adhered to.
- Assisting with reporting requirements and administrative duties
- Processing Sales Orders
- Liaising and dealing with client enquiries
- Any ad-hoc duties which may arise

PROFILE:

- Fluent French and English with good communication skills
- Ideally graduated from a business school, or of an accounting diploma from either France or the UK
- Two years' experience in a similar role as an Accounts Assistant, or Junior Accountant, or Sales Admin with accounting tasks, or Administrative Coordinator with accounting tasks or similar
- Good Excel skills, as well as a previous experience of Sage and a CRM
- Excellent communication skills at all levels
- Ability to work well under pressure and meet deadlines
- Eye for details

SALARY & BENEFITS:

- Up to £30kper year, according to skills and experience
- Pension, 30.5 days holiday including bank holidays
- Paid overtime
- Office hours are Monday to Thursday, 8 to 5 (possibility of flexitime) and Friday 8 to 12.30.