

French accountancy firm with multiple offices is developing its activity in the UK and is looking for a **French speaking Assistant Accountant**. The Assistant Accountant will look after clients who need **French and UK accounting**, will be responsible for bookkeeping and will prepare accounts up to trial balance. You will join a small team in Central London where you will have the opportunity to grow. You will report to the Practice Manager.

ROLE of the Assistant Accountant:

- Looking after clients' accounts based in France and in the UK
- Performing bank reconciliations
- Preparing accounts up to Trial Balance
- Preparing Final Accounts for review, with all lead schedules
- Preparation of VAT returns, CIS returns
- Preparing monthly payroll, submitting monthly pension and payroll reports, liaising with clients
- RTI and PAYE/NIC declarations
- Advising and meeting clients
- Supporting the Practice Manager when necessary

PROFILE:

- Fluent French and English
- **Knowledge and hands-on-experience of French and English accounting standards**
- Min 5 years experience in double entry bookkeeping, for preparation of management accounts
- Previous experience in an accounting practice/firm
- Previous experience as a Bookkeeper, Assistant Accountant, Accounts Assistant
- Sage accounting package is an advantage, good Excel skills
- BTS, DUT in Accounting, AAT or Part Qualified ACCA would be a plus
- Strong communication skills
- Being adaptable and flexible will be assets for this role

SALARY:

- Between £36000 and £48000 + benefits
- Benefits to be confirmed but should include study support for UK qualification