



Company based near Windsor is looking for a **French speaking Accounts Assistant** to work in their Head Office. You will join a small accounting team which coordinates financial functions between the Group Head Office, France, as well as Ireland and Scotland. The Accounts Assistant will report to the Accounting Manager based in the UK.

The role is office based 5 days a week with scope for some hybrid work.

**ROLE of the French speaking Accounts Assistant:**

- General bookkeeping
- Assisting with Head Office accounts.
- Monthly tracking of current expenses v budget.
- Liaising between the UK Head Office and the external accountants in France.
- Managing intercompany accounts and bank positions between UK and France
- Reconciling between French and UK management accounts.
- Assisting in preparation of draft group statutory accounts from French and UK management accounts.

**PROFILE:**

- Fluent French and English with good communication skills
- A minimum of 2 to 3 years of experience in an accounting firm or company as a junior Accountant, or an Accounts Assistant, Accounts Coordinator
- Competence in Cegid/Sage software as well as the Microsoft Office pack
- Good workload management with the ability to prioritize tasks
- Flexibility, autonomy, versatility and a dynamic approach
- Excellent telephone manner and interpersonal skills.
- Preference for education to degree level

**SALARY:**

Between £26 000 and £30 000/y

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