

Vacancy: Accounts Assistant
Job Type: Full time, permanent with AAT study option after probation period
Team: Finance Credit Control Team
Salary band: 2
Salary: £18,000 - £20,000 per year

Job Description

The individual will work within the finance credit control team to complete day to day tasks. Capable of problem-solving and meeting strict deadlines whilst dealing with confidential and sensitive information. They will be highly organised, and have excellent communication, administration, and interpersonal skills. You must be reliable, hardworking and be able to carry out tasks autonomously and collaboratively. Able to work under pressure whilst retaining high standards of accuracy and always putting the customer first. You will also be required to assist other teams within the accounts department.

Responsibilities (Duties and capabilities)

- Work in the Accounts Department supporting both Finance Credit Control and Finance Client Services Teams
- Effectively manage day to day work from dashboard activities to ensure daily / monthly priorities are met
- Company invoices
- VAT schedules
- CFX fee schedules
- CRM address changes, liquidated and dissolved updates
- DD system
- IP and property invoices (finance client services team)
- Updating PAYE audits (finance client services team)
- Check bank balances and tax codes (finance client services, in line with 4 payment dates per month)
- VAT return submissions (finance client services team)
- Assist with any other duties within the accounts department

Desired Skills and Expertise

- Basic computer knowledge including word and excel and a willingness to learn is key
- Excellent inter-personal skills, both written and verbal.
- Ability to multi-task and prioritise effectively
- Flexible and adaptable to change
- Ability to work under pressure and meet strict deadlines

If you know of anyone interested in applying for the role, or want to apply yourself, please contact tom.chambers@clifton-asset.co.uk