

Job Title: Finance Assistant
Company: Glock Ltd
Location: London Fields, East London
Salary: £20 - £24k depending on experience

Experienced Accounts Assistant is urgently required to join an energetic and successful creative design agency, based in East London.

We have grown from strength to strength, with an incredible roster of global clients, housing some of the world's best-known brands.

Reporting directly to the Financial Controller will be responsible for aspects of daily, weekly and monthly bookkeeping including ledger work, reconciliations, VAT, trial balance preparation and some management accounting.

Key Tasks and responsibilities:

The below key tasks and responsibilities is not an exhaustive list but reflects the current key tasks. There is also an opportunity to be involved in, drive, create and add value to the organisation as a whole.

- Creating sale invoices, using an in-house system
- Daily entry of Data on sage and all year end procedures relating to Sage.
- Managing the purchase and sales ledgers
- Reconcile supplier statements on a monthly basis ensuring all invoices have been accounted for
- Reconcile all bank accounts and credit cards
- Credit control
- Manage petty cash
- Preparation and submissions of quarterly VAT returns and EC sales list together with monthly intrastat submissions
- Monitoring Timesheets
- Dealing with Client and Supplier queries and enquiries
- Assisting the finance manager with day to day duties
- Assisting the office manager with answering phone calls

Key skills and experience:

- Sage Line 50 (at least 1 years' experience)
- Previous Experience of bookkeeping/accounting
- Willingness to upskill self and others
- Strong written and verbal communication skills
- Confidence to take ownership and responsibility for tasks
- Experience of Microsoft Office applications
- Have the functional and technical knowledge and skills to do the job to a high level of accomplishment
- Spends time and the time of others on what is important

Qualifications

- ACCA/CIMA Part qualified or AAT fully qualified

