

## Accounts Assistant – Part-Time

### Description

**Job Title:** Accounts Assistant (Part-Time)

**Location:** Birmingham

**Job Type:** Part-time (Flexible hours)

**Salary:** Competitive, dependent on experience

### Job Overview:

Our clients are seeking a dedicated and detail-oriented **Part-Time Accounts Assistant** to join our finance team. This role is ideal for someone looking for flexibility while still making a significant impact in a fast-paced environment. As an Accounts Assistant, you will be responsible for supporting the day-to-day financial operations, including maintaining accurate financial records, assisting with invoicing, reconciliations, and general accounting tasks.

### Responsibilities

#### Key Responsibilities:

##### 1. General Accounting Support:

- Assisting with data entry of financial transactions into the accounting system.
- Maintaining accurate and up-to-date financial records.
- Assisting with the preparation of monthly management accounts and financial reports.
- Supporting bank reconciliations, ensuring all transactions are recorded correctly.
- Processing payments, receipts, and invoices.
- Supporting the finance team with accounts payable and receivable tasks.

##### 2. Invoicing and Payment Processing:

- Assisting with raising invoices and ensuring they are accurate and sent out in a timely manner.
- Processing payments and reconciling supplier and customer accounts.
- Resolving invoice discrepancies and liaising with suppliers and customers as necessary.

##### 3. Reconciliations:

- Supporting month-end procedures by assisting with reconciliations of accounts.
- Helping with bank, credit card, and supplier statement reconciliations.

##### 4. General Administrative Duties:

- Filing and organizing financial documents.
- Supporting the finance team with any ad-hoc administrative duties as required.

### Qualifications

#### Key Skills & Requirements:

### Hiring organization

Accountancy Capital

### Employment Type

Part-time

### Beginning of employment

1st November 2024

### Duration of employment

Perm

### Industry

Property Development

### Job Location

Birmingham

### Working Hours

9-5

### Base Salary

£ 27,500 - £ 20,500

### Date posted

October 19, 2024

### Valid through

31.10.2024

- Previous experience in an Accounts Assistant or similar finance role is desirable.
- Strong attention to detail and high accuracy in financial data entry.
- Good organizational skills and ability to prioritize tasks effectively.
- Proficiency in Microsoft Office, particularly Excel, and accounting software (Sage, Xero, QuickBooks, etc.).
- Ability to work independently as well as part of a team.
- A basic understanding of accounting principles and financial processes.
- Strong communication skills, both written and verbal.

## **Job Benefits**

### **Benefits:**

- Flexible part-time hours to suit your schedule (e.g., 20-25 hours per week).
- Competitive hourly rate.
- Opportunity for professional development and further training.
- Friendly and supportive working environment.
- Pension scheme.
- Potential for future progression within the company.

## **Contacts**

Please reach out to our recruitment team today or apply via this page.