https://www.accountancycapital.co.uk/job/accounts-assistant-part-time/

Accounts Assistant – Part-Time

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

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:

- 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.