

VACANCY: ACCOUNTS ASSISTANT

JOB TITLE:	Accounts Assistant
DEPARTMENT:	Finance Department
REPORTING TO:	Reporting to the Head of Finance
LOCATION:	Working within an Actuarial practice based in prestigious offices on Blythe Valley Business Park, Solihull
COMPANY:	Atkin & Co, a pension's administration and actuarial consultancy, are looking to recruit a new member to join their team of committed professionals who provide their clients with the best possible service
PRIMARY JOB PURPOSE:	You will provide assistance to the Head of Finance in respect of all aspects of Monthly Accounting and acting as primary Purchase and Sales Ledger Clerk.
SECONDARY JOB PURPOSE:	Processing 30+ client payrolls (<i>knowledge of basic payroll would be preferred</i>) Assisting Head of Finance with aspects of maintaining client financial records.

MAIN DUTIES AND RESPONSIBILITIES

1. FINANCE ASSISTANT

- Cashflow Forecasting
- Bank reconciliations
- Processing Payment Runs
- Assisting in Production of Monthly Management Accounts
- Administering Company Insurances and Staff Benefits

2. SALES LEDGER CLERK

- Credit Control
- Invoicing
- WIP Reconciliation

3. PURCHASE LEDGER CLERK

- Cash flow Forecasting
- Processing Invoices
- Processing Payment Runs
- Journals

SECONDARY DUTIES AND RESPONSIBILITIES

1. PROCESSING PENSIONER PAYROLL

- Processing Pensioner Payroll
- Monthly/Quarterly reconciliations
- Over/Underpayment Calculations

MINIMUM REQUIREMENTS

- MAAT or relevant experience
- 3+ years office experience with a sound understanding of book keeping and accounting
- High Degree of Professionalism and integrity
- Solid understanding of Sage Accounts and Excel
- Excellent Verbal Skills & Written Skills

Please apply by submitting your full CV and covering letter which should explain why you think you would be suitable for this role and what your salary expectations are.