Accounts Assistant Job Advert

We are a rapidly growing company in the UK, and we are seeking an experienced Accounts Assistant to join our team. The successful candidate will be responsible for providing administrative support to our accounting team.

Key Responsibilities:

- Processing and reconciling financial transactions  
- Managing the purchase ledger and sales ledger  
- Preparing invoices, statements and reports  
- Assisting with month-end and year-end closures  
- Maintaining accurate records and filing systems  
- Handling customer queries and resolving any issues in a timely manner

Qualifications and Skills Required:

- A degree or relevant qualification in Accounting  
- Previous experience as an Accounts Assistant or similar role  
- Proficiency in using accounting software packages  
- Excellent attention to detail and good organisational skills  
- Strong communication and interpersonal skills  
- Ability to work under pressure and meet deadlines

We offer a competitive salary and excellent benefits package. If you are hardworking, motivated and looking for a great opportunity to develop your career in accounting, then apply now!