

<https://giaconsultancy.co.uk/job/accounts-assistant/>

Accounts Assistant

Description

Are you an experienced Accounts Assistant who would like to take your skills to work within a legal setting? If so, this role could be just what you are looking for!

Responsibilities

In this role you will dedicate yourself to providing a high level of accounts assistance while working in a fast paced, office environment.

Your role will see you work alongside the wider support teams offering a high level of support to the Clinical Negligence Teams enabling them to give the best service to our clients.

Key tasks and accountabilities:

- To support the operation of the firm's accounting system
- Monitor daily communications and answering any queries
- To enter postings to the accounts system on a daily basis
- To ensure that all supplier invoices are dealt with in a timely manner
- To ensure that all closed accounts are authorized and that nil balances are achieved before archiving
- To manage Petty Cash procedure
- To manage own work allocation, productivity and quality of work
- To assist the Accounts Manager with any other administration that may be required

Qualifications

Although no formal qualifications are required, it would be essential that applicants have previous experience in a similar role. Additionally, the appointed Accounts Assistant will demonstrate:

- Excellent communication skills
- Excellent IT Skills
- Excellent attention to detail.
- Willing to go above & beyond
- Strong self-motivation and organisational skills
- Works well under pressure
- Professional attitude
- The ability to work as part of a collective team

Job Benefits

A competitive salary and benefits package is on offer along with hybrid working after full training has been completed.

Contacts

Applications are currently being considered so apply today for immediate consideration.

Hiring organization

Gia Consultancy

Employment Type

Full-time, Permanent

Beginning of employment

ASAP

Duration of employment

Permanent

Industry

Accounts

Job Location

York

Working Hours

Full Time

Base Salary

£ 19000 - £ 22000

Date posted

September 2, 2022

Valid through

30.09.2022