

Senior Finance Assistant

**Working Monday to Friday, from 9am to 5.30pm
40 hours per week - Permanent**



We are looking for a qualified AAT Senior Finance Assistant to provide daily support to the Finance Manager, working within a small multi functional team.

This is an excellent opportunity for someone who has completed their AAT, has proven experience within a similar role and has the desire to progress in to a more senior position.

Some duties include:-

- ◆ Assist with daily, monthly and annual cashflow forecasts and actuals, liaising with the Finance Manager and external Accountants
- ◆ Assist in producing monthly variance reports for the Finance Manager and Directors and analysing data
- ◆ Production of monthly P&Ls
- ◆ Prepare in house quarterly Journals
- ◆ Prepare and send weekly & monthly supplier payment run including co-ordination of bank transfers
- ◆ Multi-currency weekly reconciliations
- ◆ Prepare, submit and record VAT Returns and VAT payments for UK and other selected EU countries
- ◆ Offer general support to the Finance Manager, accurately completing projects to an agreed timescale

Requirement

You will have proven accounting experience within a similar role and have gained a grade C or above in GCSE Maths and English (or equivalent). You will possess a good working knowledge of accounting functions including purchase ledger. You will have an excellent level of numeracy and can demonstrate attention to detail and accuracy at all times. This role requires you also to be IT literate (including a good understanding of Microsoft Excel). You will enjoy working as part of a small team and be able to communicate effectively. You will take a professional approach to all tasks, and behave in a manner that reflects the seniority of this position. You must be confident in using your own initiative, be proactive and comfortable with putting forward ideas/suggestions. You must be self motivated and be able to demonstrate the willingness to learn and share knowledge with your team and others.

A structured training programme on the functions of Khaos Control (in-house bespoke system) will be offered to the successful candidate.

International Dance Supplies Ltd is an Equal Opportunities Employer.