**Job Title: Accounts Assistant**

**Department: Finance Department**

**Location: London (Hybrid)**

**Contract: Permanent**

**Reporting to: Accounts Assistant Manager**

**Job Purpose:**

To help maintain the Sales Ledger and Purchase Ledger functions for the Company and to assist the University accounting team with month-end and ad hoc reporting.

**Key responsibilities:**

* Cash and Credit Card Allocations
* Managing payment enquiries relating to CAS Applications
* Posting payment journals and reconciling data
* Raising matching and write-off journals
* Raising Internal invoices
* Ensuring all items in the bank are appropriately followed up, posted and the suspense account is up to date.
* Preparing payment data for Key Clients
* Weekly review of the Unallocated Cash accounts
* Liaising with Internal departments to keep unallocated cash to a minimum
* Creating new supplier accounts in various entities
* Capture supplier invoices, employee expenses and completing supplier payment runs once per month
* Contribute to year-end audit preparations

**Knowledge / Skills / Experience:**

* Positive attitude and aptitude for change.
* Ability to work well in a team.
* Ability to build mutually beneficial business relationships.
* Able to communicate with people of varied knowledge via face-to-face meetings, over the telephone and in writing.
* Attention to detail.
* Ability to multi‐task, work under pressure and meet required deadlines.
* Experience using Excel, Word and Outlook
* Ax Dynamics, Salesforce and Administrate experience is beneficial.
* Previous Sales Ledger and Purchase Ledger experience encouraged.