

Part Time Accounts Assistant - Leeds Head Office

This is an existing role within the Company, working closely with the Management Accountant in Leeds Head Office.

Objective

To work within the team as a key support member, managing month end and year-end accounting practices as well as assisting in the production of monthly management accounts.

Responsible to

The Part Time Accounts Assistant will be responsible to the Accounts Manager but will be accountable for their own tasks on a daily, monthly, and annual basis.

Duties

- Compilation of Monthly journals and data entry into the mainframe (this includes cash book, petty cash, fuel, transfers, inter-company allocations etc.)
- Setting up and updating fixed asset files
- Vehicle leasing analysis
- Fuel returns and reconciling of fuel stocks for the Company fuel pumps
- Analysis of costings, labour, and deferred income
- Depot petty cash analysis and balancing on system
- Clearing system suspense accounts
- Preparation and printing of monthly accounts pack including budget information and prior period data
- Preparation of Trial Balance and transfer of data to Excel Spreadsheet
- Transfer of other required data to Excel Spreadsheet
- Purchase ledger, sales ledger, and work in progress reserves
- Accruals and Pre-payments
- Group/internal costing allocation
- Internal Invoice issues
- Cover for colleagues in the accounts department where necessary

Person Specification

Essential Skills

- Working knowledge of double entry book keeping and principles of accounting systems
- Working knowledge of at least 70%-75% of the tasks highlighted in "duties"
- Excellent working knowledge of Excel (intermediate or advanced)
- Accurate and Numerate
- Ability to exercise discretion and confidentiality

- Good communication skills with ability to discuss issues with internal personnel at all levels
- Ability to work as part of a team

Desirable Skills

- Working knowledge of databases
- Working knowledge of Balance Sheet control accounts and Fixed Assets would be advantageous

Other information

Hours of work: Monday to Friday within the hours of 9.30 a.m. to 2.30 p.m. each day. We are open to the successful candidate working a minimum of 4 hours or a maximum of 5 hours within this core time frame.

Based at: Leeds head office, Whitehall Road, Leeds, LS12 6EP

Holidays: 22 days per annum plus statutory holidays

Salary: Paid monthly on the last working day of the month

Salary band: salary on application - will consider either 20 hours over 5 days or 25 hours over 5 days.

