



Role Description

Role Title	Assistant Accountant
Reports To	Financial Controller
Head Office	Centurion House, London Road, Staines, Middlesex TW18 4AX

Company Background

Isosceles Finance are a Business Accounting and HR Consultancy working with small and medium sized companies. We work with clients to fill their Finance, Accounting and HR skills gaps (part time, interim or outsourced) and help their business to grow. In the past 8 years we have helped over 100 ambitious businesses achieve their full potential through strategic services, consultancy and projects plus back office services such as outsourced accounting, payroll and HR.

Role Purpose and Key Responsibilities

The main purpose of the role is to manage the day to day running of the accounts department. This will include regular interaction with the financial controller, the client (on and off site) and their suppliers and customers.

Key Responsibilities:

Day to day processing

- Purchase Ledger
- Sales Ledger
- Credit control

Month end processing including:

- Production of monthly management accounts (P&L, BS, Cash flow and analysis)
- Prepare monthly balance sheet reconciliations
- Prepare cash flow forecast
- Calculation of sales commissions
- Production of sales invoices, which includes working closely with client staff
- Liaison with payroll administrator and payroll journal
- Setting up payments to suppliers [authorisation should be the client]
- Checking and processing expense claims
- Calculation and posting of fixed asset depreciation

- Preparation of accruals and prepayment journals
- Bank reconciliations
- Calculation and posting deferred income
- VAT return preparation
- Preparation of P11Ds
- Assistance with annual budgets and forecasts

Person Specification

You will be an enthusiastic and proactive hands on individual seeking a challenging all encompassing role.

You will have a confident and outgoing personality with excellent communication skills as this is a client facing role.

You must be professional, trustworthy and reliable.

Experience within a technology environment is advantageous and you will have excellent IT skills including Excel and experience of several accountancy packages is desirable (Isosceles currently use SAGE in the main)