



# Group Accounts Assistant

Our winning formula is driven by a strong entrepreneurial spirit, which is encouraged throughout every department. We keep this culture by only hiring brilliant people who are driven, ambitious and challenge the norm. We're good at what we do, but there is always room to improve which is why we're serious about investing in our people.

## The role:

As an experienced Accounts Assistant you will be responsible for accounts duties under the Finance Controller and the Group Commercial Director. You will draw on your knowledge of Sage and Xero accounts and bookkeeping which you should have at least 2 years' experience. This will allow you to provide accurate record keeping with minimal training whilst keeping up to date with company account changes. In this role you will be collating and reconciling payments as well as other financial duties. This will be done in accordance with the use of our in-house CRM system Salesforce and Sage. Previous experience of using Sage and Xero is essential and experience of using Salesforce is preferred but not essential.

## The person:

Working within our vibrant office you will be supporting our accounts within the Operations Team in all company financial aspects. You must be a highly organised person and can easily pick up our internal processes and systems, whilst being comfortable in a busy environment. You must be confident when communicating amongst the clients as well as your colleagues.

## What can we expect from you?

- Positivity - Make the last call of the day sound like your first call
- Reliability - Be someone who we can depend upon on to deliver for the team and our customers
- Work Together - Be part of a fantastic team and achieve together
- Grow - Develop within your role and grow with our business
- Inspire - Share your ideas to improve the way we do things
- Co-ordinator – Able to plan your workload and meet deadlines
- Communicator – Able to communicate with internal and external contacts



### Key Responsibilities:

- Supporting accounts and the Company Accountant to maintain up to date financial records
- Monitor office expenses, tally, and input receipt information
- Administer accounts payable/receivable
- Reconciliation of invoices on Sage
- Ensuring payments are made and contacting clients as part of debt collection following the Group's processes and procedures
- Raising Invoices and credit notes
- Allocation of Stripe payments
- Reconciliation of bank accounts
- Management of the sales ledger ensuring payments are up to date and reconciled in a timely manner
- Identify areas where processes and systems can be improved and be confident in proposing and implementing changes

### Essential Skills:

- Knowledge of Sage and Xero
- Meticulous
- Highly organised
- Adaptable
- Resourceful
- Attention to detail
- Analytical
- Strong communication (written & verbal)

### What will you get in return?

- Full time contract salary £18,000 - £21,000 DOE
- Pension Scheme
- Company reward scheme including length of service awards, peer to peer recognition, suggestion scheme and employee of the month & year awards



- Free fruit, tea, and coffee
- Refer a friend reward scheme
- Company social events including summer parties, team nights out & much more
- Make a difference day – 1/2 paid day off work to volunteer at a charity of your choice

### **Why LegalforLandlords?**

At LegalforLandlords we work hard and we're constantly developing - our people, our processes and our technology and we all share the same goal; to consistently deliver a seamless, easy and enjoyable experience to each one of our customers and employees.

Investing in our people is a priority, so much so we have developed and run our very own Academy. If you are lucky enough to be a part of our academy you can expect interactive learning, on the job activities & fun activities throughout the working week.

You can be certain that with LegalforLandlords you are always learning new things and creating new opportunities for yourself. We really believe in our people & strive to ensure you reach your full potential.

So, if you are excited about a new challenge, want to work in a fast-paced environment, with a team of like-minded people, you are in the right place.



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