



## Finance Assistant

Full Time / Dundee

### The Opportunity

We are continually striving to improve the provision of excellent financial management within our growing practice and this role will be to assist the Finance and Operations Manager in all aspects of central finance and operations.

### About us

#### **We are:**

- One of the largest independent accountancy and business advisory practices in Scotland, with long established connections in Tayside and Fife.
- Members of the Kreston International network, allowing us to provide national and international services to our clients.

#### **We have:**

- Over 100 members of staff and 15 partners, working from our 4 offices in Cupar, Dundee, Forfar and Glenrothes.

#### **We offer:**

- Support and training to allow you the opportunity to develop and progress your technical and personal skills within our growing practice.
- Excellent working conditions, including a 35 hour working week.
- Very attractive salary and benefits package (based on qualifications and experience).

### The Role

- Provide all round bookkeeping and administration services in order to support the Finance and Operations Manager on a day to day basis to ensure the finance and compliance requirements are met on behalf of the Firm.
- Client fees received allocations in Star (cash/cheques, BACS, direct debits, card payments). General maintenance of Star debtors.
- Direct debit collections through BACWay system and maintenance of mandates/client records.
- Posting client disbursements into Star (Xero, Autoentry, Companies House confirmation statements, costs for recharging etc).
- Fee note generation for direct debit and internal fee clients. Settlement of internal fees.
- Supporting annual fee protection exercise. Maintaining records with fee protection provider. Fee note generation for clients with fee protection.
- Purchase ledger processing in Sage.
- Supplier payment runs with transfers by BACS.
- Bank account transaction postings in Sage and bank reconciliations.
- Management accounts support - journal entries and postings, maintenance of balance sheet reconciliation files, credit card analysis, petty cash posting etc.
- Cash collection/credit control support.
- Assisting with payroll, where necessary.
- Support in other operational areas such as insurance, property etc.



## The Candidate

### Essential:

- HNC (or equivalent) in Accounting
- Good Microsoft Office skills (including intermediate knowledge of Excel) and Microsoft Outlook
- 2-3 years general bookkeeping experience
- Familiar with computerised packages and working knowledge of Sage Line 50
- Ability to pick up use of new software quickly
- Administration experience
- Good numerical skills, attention to detail and accuracy
- Good organisational skills and strong written and verbal communication skills
- Self-motivated and able to use own initiative
- Ability to work unsupervised and work as part of a team

### Desirable:

- HND (or equivalent) in Accounting
- Advanced knowledge of Excel
- 3-5 years general bookkeeping experience with payroll knowledge
- Proven experience of property management
- Ability to work under pressure and meet deadlines

### To apply

Please submit your CV and covering email (together with detail of your current salary) to [recruit@eqaccountants.co.uk](mailto:recruit@eqaccountants.co.uk)

A full job description is available on request by emailing [recruit@eqaccountants.co.uk](mailto:recruit@eqaccountants.co.uk)