



Assistant Accountant

Job Description

Reports to: Assistant Accountant
Hours required: 8:30 – 17:30 Monday to Thursday, 8:30 – 17:00 Friday

Company Background

The Encore Property Management Group specialises in the ongoing management of large residential developments, including the effective administration of +£20m of client service charge budgets. Based in Cambridge and with offices in London, Bracknell and Nottingham, Encore works across East Anglia, London, the Home Counties, the South and the Midlands, and has plans for further growth. The Group also consists of separate Facilities Management and Legal businesses, employing over 200 people. Encore prides itself on a commitment to excellence and customer service.

Purpose

Due to continuous and considerable growth, we require an Assistant Accountant to join the business. The purpose of this role is to help accelerate monthly financial reporting, and to assist the Financial Accountant with various finance team duties. You will work closely with the Financial Accountant to ensure that transactions are recorded accurately and on time. This role requires great attention to detail and an ability to communicate internally and externally, with various heads of departments and with suppliers.

Responsibilities / Tasks

Working alongside the current financial accounting team, the key responsibilities include:

- Raising monthly and adhoc fee invoices
- Raising and analysing quarterly disbursement charges
- Processing purchase invoices and dealing with supplier queries
- Liaising with various department heads for purchase invoice approval
- Processing payments
- Bank reconciliations
- Collating credit card receipts from cardholders and recording credit card transactions
- Using excel to reconcile and analyse data
- Assisting with the production of monthly management accounts
- Other adhoc finance team duties
- Other general administrative duties

Skills & Experience Required

The successful candidate will present with the following:

Qualifications

- Working towards AAT or CIMA/ACCA is desirable, study package offered

Experience

- Minimum of 2 years' experience in a similar role

Skills

- IT literate – strong knowledge of Microsoft Excel and QuickBooks is desirable
- Excellent communication skills
- Strong organisational and time management skills
- Ability to work autonomously and can manage own workload

Behaviours

- Thorough: attention to detail, the ability to think things through – not just follow a checklist
- Accountable: take personal responsibility for seeing things through to successful resolution
- Commitment: take pride in your work and care about your/the team's performance
- Mature: common-sense approach. Remain calm & measured while juggling multiple projects
- Positive: an optimistic, can-do attitude that improves team morale

These are the key responsibilities of the role. There will be other general duties associated with the position. To be eligible, a candidate must be legally able to work in the UK.