

Role profile		
Job title	Assistant Accountant	Reference ID: R000004
Location	Head Office – Greenford	
Reporting to	Finance Director (Contracting)	

PURPOSE STATEMENT

Providing a comprehensive administration and accounts service, and ad-hoc project work whilst generally contributing to the effective development

- KEY ACCOUNTABILITIES**
- Manage the CPO accounts staff (4)
 - Month-end journals – such as overhead accruals, prepayment , B&S recon
 - Bank Reconciliations
 - Assist in submitting Applications for a small works contract
 - Review the WIP and balance sheet balances on monthly basis
 - Complete the monthly management accounts
 - Recharge / allocate the cost to various business units
 - Assist in Corporation tax / P11d / CIS tax works
 - Assist in year-end audit related works
 - Any other duties as requested by the team

- TECHNICAL SKILLS / KNOWLEDGE**
- A good general education preferably with part/fully qualified ACCA or CIMA
 - Relevant accounts experience, including Accounts Payable
 - Previous experience in a similar role
 - Good customer service skills and a definite commercial awareness
 - Excellent verbal and written communication skills
 - Ability to organise and prioritise own workload and recognise the priorities in the workload of others
 - Computer literate with good working knowledge of Microsoft Word and Excel and advantage
 - Ability and willing to learn new skills
 - Accuracy and attention detail
 - Strong organisational skills
 - Proactive approach to identify and resolve issues
 - Promote a “can do” attitude



Excellence



Relationships



Teamwork



Pride

QUALIFICATIONS / PERSON SPECIFICATION

- Good communicator with a friendly nature and possess good inter personnel skills
- Have the ability to speak clearly and project commitment to the users
- Must have confident, professional approach
- Must have a flexible attitude to working
- Smart, professional appearance
- An efficient and accurate approach to work with an eye for detail
- Dependable and willing to work as part of a team, supporting and working with all functions
- Ability to tackle both the mundane and challenging and interesting tasks with equal willingness and enthusiasm
- Proactive and can work on own initiative.

Lorne Stewart Plc is an equal opportunities employer.

Closing date: 25 November 2022

If you are interested, please email your CV with the following reference number R000004 to recruitment@lornestewart.co.uk