



PR/118248 | Accounts Assistant

Job Information

Recruiter

JAC Recruitment UK

Job ID

1560943

Industry

Other (Manufacturing)

Job Type

Permanent Full-time

Location

United Kingdom

Salary

Negotiable, based on experience

Refreshed

October 7th, 2025 11:38

General Requirements

Career Level

Mid Career

Minimum English Level

None

Minimum Japanese Level

None

Minimum Education Level

Associate Degree/Diploma

Visa Status

No permission to work in Japan required

Job Description

Job Title: Accounts Assistant

Reporting to: Finance Manager

Location: Woking

Purpose of the Role

To ensure the accuracy and integrity of financial data both within and outside the accounting system, and to support the efficient operation of the Finance Department. The role also includes deputising for the Finance Manager, particularly in credit control matters.

Candidate Profile

This role requires a proactive and adaptable individual with the following attributes:

- Ability to work independently and take initiative
- Strong interpersonal skills for internal and external communication
- Sound judgment and decision-making based on gathered information

- Effective prioritisation and attention to detail
- Commitment to continuous improvement
- Ability to work under pressure and meet deadlines
- Team-oriented with a strong sense of loyalty and commitment
- Flexible and willing to support tasks beyond core responsibilities
- Solid understanding of double-entry bookkeeping and bank reconciliation
- Proficient IT skills, especially in MS Office (Excel at intermediate level)
- Professional communication skills, both written and verbal
- Ability to present information clearly and appropriately for the audience

Key ResponsibilitiesCashbook Management

- Maintain accurate and timely records of receipts and payments in Sales and Purchase Ledgers
- Post nominal ledger entries for cash transactions
- Reconcile monthly bank statements
- Generate reports from accounting software
- Prepare BACS payment instructions and remittance advices
- Manage petty cash in foreign currencies

Credit Control / Receivables

- Maintain up-to-date Sales Ledger and CRM notes
- Issue customer statements and liaise with Sales Department regarding debtors
- Provide account information to Sales Department
- Monitor credit limits and advise on dispatch decisions
- Produce weekly debtor reports and monitor balances
- Lead fortnightly credit control meetings with Sales and Operations
- Obtain credit reports and trade references for new and existing customers
- Draft and manage letters of demand
- Act as Finance Manager's deputy in credit control matters when required

Purchase Invoices, Payables & Expenses

- Match and post supplier invoices to Purchase Orders
- Coordinate payment authorisations across departments
- Process BACS payments for suppliers and group companies
- Communicate with suppliers and manage credit card expenses
- Maintain electronic invoice and credit files

Sales Ledger

- Ensure accuracy of entries made by Sales Administrators
- Liaise with IT and Data Analysts to resolve issues promptly
- Ensure correct posting to analysis codes in Opera system

VAT Returns

- Prepare VAT analysis and submit monthly VAT returns online

Accounts Administration

- Communicate professionally with customers and suppliers
- Maintain filing systems and perform general admin tasks

Import & Export Transactions

- Support purchase and sales departments with import/export activities, including letters of credit

Budget Monitoring

- Manage foreign currency petty cash
- Monitor monthly departmental expenses

Support to Department Head

- Assist with month-end journal postings and reporting
- Conduct research and support group reporting and performance analysis
- Help with audit preparation and ad-hoc projects
- Provide financial data to other departments as needed

Deputising Finance Manager

- Act as deputy when requested by the Managing Director, limited to authorised responsibilities

General Responsibilities

- Maintain confidentiality and objectivity in all professional dealings
- Uphold professional competence and conduct
- Adhere to company policies and relevant regulations
- Maintain professional behaviour and integrity

#LI-JACUK #EY

Notice: By submitting an application for this position, you acknowledge and consent to the disclosure of your personal information to the Privacy Policy and Terms and Conditions, for the purpose of recruitment and candidate evaluation.

Privacy Policy Link: <https://www.jac-recruitment.co.uk/privacy-policy>

Terms and Conditions Link: <https://www.jac-recruitment.co.uk/terms-of-use>

Company Description