

Accountant

London, Salary: £25K

Requirements:

- either AAT qualified or CIMA/ACCA part-qualified/ qualified candidate
- strong Excel skills and ideally knowledge of Sage, good analytical skills and min 4 years experience in a medium sized company
- excellent communication skills is a must

Responsibilities:

- prepare monthly management accounts and general bookkeeping
- process supplier invoices and prepare invoices to customers
- management of cash flow and ensuring deadlines are met
- handle Sage operation
- PAYE payroll
- assisting with preparation of annual accounts with auditors
- quarterly VAT returns and communicate with VAT office
- bank reconciliations, accruals and pre-payments

To apply, please send your CV to job@ChineseGraduate.com.