

Accounts Assistant

Reward

Circa £24,600 depending on relevant experience

Location

Cardiff, with flexible home working

The role

We are excited to offer an opportunity for an Accounts Assistant to join our friendly, dynamic and rapidly growing firm. The successful candidate will receive a study support package to work towards the ACA or ACCA recognised accountancy qualification.

You will be part of the finance team working on our growing client base to deliver accounting and financial services. You will assist with both internal and external accounts, where we act for many well-known clients offering, variety, challenge and early responsibility. We are a professional company, our standards are high and the atmosphere is friendly and stimulating. We are looking for creative thinkers, proactive leaders and those with a genuine desire to contribute to the future development of our business.

Duties will include:

- Preparation of pension scheme report and accounts and liaising with auditors.
- Preparing reports and budgets for analysis for review by senior colleagues
- Assisting with daily cashbooks, cashflows and payments
- Assisting with monthly and daily operations such as invoicing customers, credit control, processing supplier invoices, employee expenses

You will get experience of the latest advanced accounting software and data analytical tools.

You

This is an ideal role for a recent university graduate or someone with accounts experience looking for their next role.

You will:

- Have an enthusiastic and flexible approach to work,
- Be self-motivated in your professional and personal development
- Take ownership and responsibility for your own work
- Have a high level of accuracy in your work
- Be able to follow instructions and procedures

Quantum Advisory

Quantum Advisory is an equal opportunities employer and we offer:

- A competitive salary and benefit package
- Flexible working hours, including some remote working
- Professional qualification study support.
- Salary awards or bonuses for exam passes.
- 24 days standard annual leave with a holiday purchase/sale scheme.
- Retail discounts on high street and online shopping.
- Pension scheme with employer matching contributions up to 5% of salary.

- Annual performance bonus.
- Flexible benefits platform.
- Volunteering leave.
- Cycle to work scheme.
- Seasonal parties and social events.

What next?

If you are interested in applying for this role, please send your CV and covering letter to recruitment@gallp.co.uk.

If you have any queries please contact recruitment@gallp.co.uk