



Job Description:

Accounts Assistant

Grade: LTL Other £26,000 – £30,000 (salary range dependent on role fit)

Reporting to: Financial Controller

Direct and indirect reports: None

Background

This role will support the Financial Controller and Management Accountant in ensuring all accounting records are maintained, reconciled, and reported on a timely basis. The role requires a high level of accuracy, and the individual must be comfortable interacting with all levels and departments within the business. The finance team constantly strives to improve processes and procedures so a willingness to embrace change and technology will be an advantage.

The finance team is headed by the Chief Financial Officer and is responsible for the overall accounting and taxation of six entities including the London Treasury Liquidity Fund and two Venture Capital Funds (LCIF and GLIF).

Training will be provided, and financial assistance is available to attain a professional accountancy qualification.

How to apply

Please send your CV to recruitment@londontreasury.org.

Key responsibilities

- Overseeing the accounts' payable function, including maintaining supplier accounts and processing purchase orders and invoices.
- Assisting the team with preparing recharge invoices and processing sales invoices.
- Monitoring bank accounts and posting transactions.
- Reconciling accounts and assisting the team with the production of management accounts and reports to investors.
- Assisting with project and fund monitoring reports.
- Assisting with investment reconciliations.

- Preparing and posting journals.
- Assisting with the closure of accounts and audit queries as required.
- Assisting with cash monitoring as required.
- Participating in ad hoc projects as required.

Role specific requirements

- High level of literacy and numeracy.
- Willingness to study for a professional accountancy qualification.
- Good knowledge of Microsoft Office core applications (Excel, Word, PowerPoint and Outlook).
- Excellent attention to detail.
- Interest in finance and accountancy.
- Flexibility and interest in improving systems and processes.
- Discretion and judgement.
- Right to work in the UK (no visa sponsorship is offered for this role).

General requirements

- Effective written and oral communication style.
- Problem-solving mindset.
- Proven people skills, with the ability to build effective working relationships and instil confidence with internal and external stakeholders.
- Commitment to collegiate and collaborative working, actively contributing to an inclusive culture.
- Willingness to undertake training and development as required by the firm.

Job Type: Full-time

Benefits:

- Company pension
- Cycle to work scheme
- Sick pay

Schedule:

- Monday to Friday

Education:

- A-Level or equivalent (preferred)

Experience:

- Accounting: 1 year (preferred)
- Microsoft Excel: 1 year (required)

Work authorisation:

- United Kingdom (required)

Work Location: Hybrid remote in London SE1

Application deadline: 17/01/2025