

<https://accountantjobs london.co.uk/job/accounts-assistant-london/>

## Accounts Assistant | £25,000 – £30,000 | Hospitality | Central London | Permanent

### Description

Accountant Jobs London is proudly partnering with an elite private members club and restaurant in search of an Accounts Assistant to join their Central London team on a permanent basis. With regular international superstar guests, these high-end establishments are in a strong position and are ready to make their second in-house finance hire.

Reporting to the Finance Manager, you will be responsible for providing them with daily analysis on all financial aspects of their hospitality venues and providing insight and expertise to maximise profits and cut costs where possible. The private members club, restaurant, and cigar lounge are all profit-making outlets for the limited company, and their transactions will fall under your remit in this newly created role.

### Responsibilities

- Assist the Finance Manager with daily accounting tasks, including accounts payable and receivable, bank reconciliations, and expense tracking.
- Assist in preparing financial reports, budgets, and forecasts as required.
- Assist with payroll processing and liaise with HR on payroll-related matters as needed.
- Liaise with external parties for the outsourced financial functions and support month-end and year-end closing processes.
- Deal with basic financial queries and requests from different departments.

### Requirements

The successful candidate will be a part-qualified accountant (AAT/ACCA/CIMA) and have excellent organisational skills. Proven experience in bookkeeping and using Excel at the intermediate level is a must. Experience in a small enterprise is advantageous, and being adept with Xero is a bonus. Someone keen to learn and grow their financial career would thrive in this position.

### Job Benefits

In return for your hard work, you will be offered a competitive salary, staff discounts, paid holidays, hybrid working, and be trained to complete more complex accounting tasks by a seasoned expert.

### Contact

Are you a finance expert passionate about developing your career in the hospitality sector? Submit your CV to [Edward@AccountantJobsLondon.co.uk](mailto:Edward@AccountantJobsLondon.co.uk) or apply [here](#) directly.

### Hiring Organisation

Accountant Jobs London

### Employment Type

Full-time

### Job Location

London, England

### Base Salary

£ 25,000 - £ 30,000

### Date posted

September 20, 2024