

VIRTUAL ACCOUNTS OFFICE TEAM MEMBER

We have a vacancy for a team member within our Virtual Accounts Office (VAO). This is a position based in our Coventry office and may be offered as an apprenticeship if further study is required.

The successful applicant will have the following skills and qualities:

- AAT qualified
 - previous accountancy practice experience
 - excellent customer service and IT skills
 - good communication skills are also essential
 - the ability to work to deadlines and be able to work on your own initiative at times
 - self motivated, efficient and hard working
 - pay attention to detail
 - meticulous in maintaining records
 - able to interact positively with staff at all levels
 - confidential • punctual
 - able to take responsibility
 - articulate
- The role will involve dealing with the following work:
- sales and purchase invoice processing
 - inputting of takings, income and expenditure records
 - reconciling bank income and expenditure
 - supplier statements and credit control
 - dealing with client queries and queries direct from our clients' suppliers and customers
 - preparation of management accounts and VAT returns
 - working as part of a team with its own client portfolio

The above job description is a guide to the work you may be required to undertake but does not form part of your contract of employment and may change from time to time to reflect changing circumstances.

Benefits package:

- Annual salary – depending on experience
- Further study support available
- 37 hours per week • Flexi-time available
- Auto enrolment pension scheme
- 20 days annual leave per holiday year

