

## Graduate Finance - Kingswinford

<b>Contract:</b>	Permanent
<b>Full Time / Part Time:</b>	Full Time
<b>Hours:</b>	35 Hours Per Week Monday – Friday 09.0 – 5.00
<b>Department:</b>	Finance LCP
<b>Location:</b>	LCP House, Pensnett Estate, Kingswinford, DY6 7NA
<b>Salary:</b>	Negotiable

### **Purpose:**

Reporting to the Financial Accountant the Accounts Assistant will have the opportunity to develop an in-depth knowledge and understanding of a broad range of finance related responsibilities and roles whilst undergoing continual professional development.

### **Key Responsibilities:**

- Cash allocation
- Petty cash requests
- Bank reconciliations
- Raising invoices / credits
- Bad debt write offs and refund requests
- Liaising with tenants
- Checking CIS/VAT rules and processing invoices
- Supplier reconciliations and liaising with suppliers
- Preparing a weekly payment run
- Service charge budgets and reconciliations
- Monthly journal postings
- Profit and loss review
- Balance sheet reconciliations
- Preparation of yearly accounts for audit

Within the role you will work closely to support various teams across the Company on a rotational basis over a 3-year period, progressing through Transactional Finance and in time work alongside the Financial Accountants. Other duties will include extracting data and reports from property management or accounting systems and using Microsoft Office packages to present information, with opportunities for occasional project work.

## **Person Specification**

- Clear communication skills
- Good working knowledge of Microsoft Office packages
- Professional manner
- Drive and determination
- Team player

## **Qualifications**

- Relevant qualification eg: Degree, Accounting qualification; or,
- completion of the Apprenticeship Programme.
- GCSE Grade C or above in English and Math's.