



Accounts Assistant

This is a key role in a small accounts team of a fast-growing business which is expanding internationally. The role will therefore involve working with lots of international clients, suppliers and colleagues and dealing in different currencies.

There are opportunities to grow in this role and further your career within our accounts team.

Candidate profile

You will have experience of working in an accounts team across a number of different areas and a function where there is a high volume of transactions. You may be either working towards an accounts qualification such as AAT or have recently qualified.

We don't like to micromanage people and you will need to be a natural problem-solver to resolve queries arising internally and externally with clients and suppliers, therefore good communication skills are also important.

With a good eye for detail, you will also take pride in your work and deliver it to a high standard and to internal month end deadlines.

The accounts team has many processes across 3 different companies that it carries out accounting processes for, so it is important to be able to learn quickly and want to continuously improve yourself and the processes in the department.

Role and responsibilities

You will be working as part of a small accounts team and duties include:

- All aspects of purchase ledger management
- All aspects of sales ledger management
- Management of credit control
- Entry and reconciliation of credit card or bank accounts
- Posting entries and journals to Sage Line 50
- Ensure correct rate of VAT is processed for all transactions and help preparation for month end and quarterly returns
- Resolving finance queries both internally and externally
- Fixed Assets register management
- Administer and maintain filing system
- Other ad hoc duties as required to support the administration and accounts functions

As with any busy finance role this list is not exhaustive and there are other ad hoc tasks as required for the successful running of the finance department.

Skills and qualifications

- Previous experience of working in an accounts role
- Working towards or recently achieved an accounting qualification
- Good working knowledge of Sage Line50 or similar accounts software package
- Good working knowledge of Excel
- Have naturally high professional standards at all times and keen attention to detail
- Good time management and able to meet internal accounting deadlines
- Strong communications skills with experience working and communicating across multiple functions

Who are we?

CR Worldwide is a UK market leader in reward, recognition, incentive and event programmes. Our innovative platforms and events engage people, change behaviour and drive performance. We help companies grow by rewarding best behaviours from the people most valuable to their business. Employees, customers, partners. In creating award winning recognition, incentive and event programmes we inspire people to do more. We also have an award-winning events and conference team who produce amazing live experiences to motivate, incentivise and reward.

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What is it like here?

CR is a relatively young company – founded in 2002 – in our 16 years, we have become a market leader in our industry and have been growing fast through high quality client service and project delivery.

We are based in modern offices in Stratford upon Avon. The vibe of the office is young, fun, dynamic, dressed down and creative, yet professional and focused. It sounds cheesy, but we really do work hard and play hard.