

## 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.

### The successful applicant will have the following skills and qualities:

- AAT qualified, preferred but not essential
- previous accountancy practice experience
- excellent customer service and IT skills
- Xero experience preferred
- 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 required to be undertaken but does not form part of a contract of employment and may change from time to time to reflect changing circumstances.*

### Benefits package:

- Further study support available
- 37 hours per week



- Flexi-time available
- Auto enrolment pension scheme
- 28 days annual leave including statutory days
- The option to 'purchase' a further 10 days' annual leave.

