

Accounts Assistant

Part Time, 21 hours per week – 12 Month Fixed Term Contract

About Inawisdom:

Inawisdom is a fast-growing Data Analytics and Machine Learning focused professional IT services business with approx. 130 staff based in Ipswich (Adastral Park). The finance team is currently made up of the Head of Finance, the Finance Manager (part time), the Assistant Accountant (part time) and an Accounts Assistant.

The Role:

- Chase overdue payments via email, telephone, customer portal
- Reconcile payments to purchase ledger
- Check and approve expenses in Xero for reimbursement
- Reconcile and post Xero credit card transactions
- Chase missing purchase receipts
- Reconcile Xero Fixed Asset Nominal Ledger accounts to register
- Set up purchases identified as Fixed Assets in Xero and monitor fixed asset register for ongoing changes
- Run automated monthly Xero depreciation journals and monthly depreciation & fixed asset reconciliation
- Reporting tasks including cash collected and depreciation
- Assist the finance team with ad-hoc tasks as and when required
- Assist other Inawisdom staff with simple finance and account queries – referring onto other finance team members when necessary
- Note that there is scope for the role to expand into other areas /tasks depending on the skills and experience of the applicant now and in the future.

Essential Experience / Requirements:

- Ability to communicate clearly both in writing and verbally
- Good numerical ability
- General experience of working in an office environment
- Genuine and demonstrable interest in accounting and finance
- MS Excel skills including creation of simple formulas (e.g. sums, averages, %'s)
- Ability to work effectively in teams
- Enthusiasm and positive attitude

Desirable Experience / Requirements:

- Prior experience of working in an accounts team
- Moderate level Excel skills (ideally including pivot tables and look up functions)
- Base level accounting qualifications (e.g. entry level AAT)