

Job Specification

Job title	Finance Assistant
Reporting to	Credit Control Manager and Accounts Manager

Overview of Firm

PKF Littlejohn LLP is an independent firm of chartered accountants and business advisors based in Canary Wharf. With in-depth expertise in many fields of tax, accountancy and finance, we work for clients ranging from large, listed corporates and SMEs to individuals, their families and their businesses.

Our independent status means we offer clients a high level of partner involvement, together with the combined knowledge and experience of an established, close-knit team.

At PKF Littlejohn LLP, every individual matters. You're more visible, more accountable and more fundamental to our success. If you're successful you'll enjoy challenging work in an environment, which encourages personal success. We deliberately seek to recruit individuals who have combined academic excellence with direct experience in business life.

What skills will you need to be effective in this role?

Responsibilities
Job Duties and Responsibilities
<p>Purpose and aim of the role To assist both the Credit Control Manager and Accounts Manager with day to day activities within the finance team.</p> <p>Duties and responsibilities</p> <ul style="list-style-type: none"> • Credit Control responsibilities will include: <ul style="list-style-type: none"> ○ Issuing fee reminders, statements, copy invoices, and credit notes; ○ Posting/allocating cash receipts; ○ Contacting clients by telephone and in writing; ○ Assisting in the resolution of fee queries; and ○ Administration and filing. • Other responsibilities will include: <ul style="list-style-type: none"> ○ Processing incoming invoices and various internal forms; ○ Petty cash distribution and staff expense posting; and ○ Facilitating the weekly submission of staff timesheets.
Person Specification
Skills and Qualifications
<ul style="list-style-type: none"> • Accounts experience preferable. • Data input experience required. • Strong written and verbal communication skills both with clients and internally. • IT literate and comfortable working in a paperless environment. • Professional qualification support may be available for the right candidate.
Personal Attributes
Team player who must be able to fit into a team environment.
IT skills
Knowledge of SAGE and CCH systems preferable.