



Accounts Assistant Job Description

A fantastic opportunity has opened for an Accounts Assistant to join our team immediately on a temporary 6-month contract to cover maternity leave.

Knight Knox has been steadily growing over the last 20 years as a market leading Property Investment Company based in Media City, Salford Quays.

Knight Knox is a people focused company with a strong set of core values, and we are looking for the right personality to work within our Finance Department.

Accounts Assistance Experience and Skills Required:

- A minimum 2 years' experience in a similar role.
- Exceptional attention to detail and high accuracy levels with an investigative approach.
- Working experience of Quickbooks Accounts is favourable.
- Excellent numeracy, technical and computer skills.
- Good time management skills and ability to prioritise.
- Strong analytical and problem-solving skills.
- Excellent communication skills and ability to work as part of a team.

Assistant Account Responsibilities:

- Responsible for investigating and reporting discrepancies in client accounting.
- Purchase ledger such as processing supplier invoices, ensuring appropriate authorisation, reconciliation of statements, dealing with payments and queries.
- Bank transaction processing and reconciliation
- Sales ledger such as raising and distributing sales invoices, preparation of statements, and credit control.
- Ensuring receipts are in place for credit card and fuel card payments, processing staff expenses and petty cash.
- Ad-hoc administration.
- Assisting when other team members are on leave.

Benefits for temporary Accounts Assistant:

- Annual Salary of £20-22K depending on experience (pro rata)
- Hours 9:30am – 6pm Monday – Thursday, 9:30am-5:30pm on Friday.