



Assistant Accountant Job Description

A fantastic opportunity has opened for an experienced Assistant Accountant to join our team.

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.

Assistant Accountant Experience and Skills Required:

- Ability to work under pressure and in a fast-paced environment
- Commercial and business awareness
- AAT part or fully qualified or working towards CIMA
- Working experience in QuickBooks Accounts and Sage Payroll is desirable
- Exceptional attention to detail and high accuracy levels and investigative approach
- Excellent numeracy, technical and computer skills
- Good time management skills and ability to prioritise
- Strong analytical and problem-solving skills
- Excellent communication skills
- Ability to work as part of a team, to build strong working relationships and motivate others
- Ability to work under pressure and in a fast-paced environment with the capacity to make quick but rational decisions.

Assistant Accountant Responsibilities:

- To assist the Financial Controller with month-end processes, journals and reconciliations.
- Ledger control, including expenditure control, general ledger, control account reconciliations, banking, and intercompany transactions.
- Payroll.
- Client account management and reconciliations.
- Statutory and regulatory reporting including preparation of audit files and national statistics.
- Responsible for day-to-day treasury and cash management.
- PAYE, CIS and VAT returns.
- All members of the finance team are to assist when other members are on leave.

Benefits for an Assistant Accountant:

- Annual Salary of £24-28K depending on experience.
- Hours 9:30am – 6pm Monday – Thursday, 9:30am-5:30pm on Friday.
- Pension scheme, Vitality Healthcare, childcare voucher program, free eye tests.
- Outstanding performance is recognised and rewarded in various forms throughout the year, such as bonuses and social events.

Please submit your CV and cover letter to apply.