

## Group Junior Accounts Assistant

### Job Specification

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Title: Group Junior Accounts Assistant  
 Location: Sidcup (hybrid working)  
 Term: Full time, Permanent  
 Reporting to: Group Accounts Assistant

### About Frankham

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We are looking for an Group Junior Accounts Assistant to join our capable and enthusiastic Finance Team.

Frankham Consultancy Group is a multi-disciplinary consulting company with 40 years of experience, providing a full range of design, engineering and consultancy services to the built environment.

At Frankham, we have a dedicated and knowledgeable team of industry experts, all with diverse abilities, striving to provide high quality solutions to all our clients. The company strives to improve the surroundings in which we all live and work.

Our belief is simple: use intelligent ideas to create human benefits.

### Job Summary

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#### Accounts Assistant

- Raising Purchase Orders on Workbench, only division one department.
- Assist in processing Group Purchase Invoices via Vouchers on Workbench.
- Processing FHL Purchase Invoices direct onto Sap Business One.
- Assist Processing Group Employee Expenses .
- Check and update Purchase Invoices / Vouchers and send off for Approval.
- Check and update Expenses.
- Setting up new Supplier Accounts.
- Setting up weekly payment run via BACS, PP or transfer payments.
- Sending Remittance advices.
- Paying credit card requisition.
- Assisting with Processing Internal Revenue Transfers.
- Monthly standing journals - prepayments
- Fixed Asset Registers / Depreciation charge + Reconciliation to TB.
- Intercompany Accounting / Reconciliation.
- Preparing Disbursement Analysis.
- Preparing Group Creditors Analysis.
- Balance sheet reconciliations such as AP accounts.
- Preparing the Group Overhead Budget.
- Assist with External Audit.

## Key Skills and Attributes

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- Previous experience of working within an Accounts function, but full training will be provided
- Proactive, positive attitude and willingness to learn is a must
- Strong organisational, planning and communication skills
- Excellent knowledge of Microsoft Office (Word; Excel; PowerPoint)
- Excellent time management skills and ability to prioritise a demanding workload
- Able to work on their own initiative
- Excellent written and numerical skills
- Strong attention to detail

## About you

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- Highly motivated self-starter – ability to use own initiative and take responsibility
- Excellent organisational skills
- Methodical approach with good attention to detail to ensure a professional standard is provided to clients
- Good teamworking skills and a flexible approach to work
- Attention to detail
- Punctual and reliable
- Can work without supervision
- Ability to cope and work under pressure
- Good written and verbal communication skills
- Ability to multitask and manage conflicting demands.

## Benefits & Initiatives

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Frankham offer excellent benefits and initiatives, including:

- Flexible working scheme.
- Health Shield healthcare benefit.
- Long service award.
- Bonus scheme.
- Frankham Friday.
- Cycle-to-work scheme.
- Life assurance.
- Annual leave inc. sell, buy & carry-over policies.
- Annual season ticket loan.
- Enhanced maternity & paternity pay.