

Accounts Assistant

Salary: £21,000 – £23,000pa

Location: Southend on Sea

Job Overview:

To support the Head of Finance and Management Accountant in the preparation of the Management Accounts.

Key Responsibilities:

- Responsibility for reconciliation of bank accounts.
- Maintaining the fixed asset register and disposing of any fixed assets where necessary including regular reviews with budget holders.
- Compilation of Project hours and updating budget trackers
- Calculating and processing depreciation transactions.
- Analysis of expenditure on a monthly basis, ensuring reasons for variances between actuals and budgets/forecasts are known.
- Meeting with budget holders to discuss variances.
- Provide support in the production of the management accounts.
- Ensuring regular payments are made, including PAYE, pension, rent and corporation tax.
- Supporting the Accounts Payable Clerk entering purchase invoices onto the system.
- Recording Cardnet bank charges.
- Online Banking administration
- Any other ad-hoc duties as required

Skills and Experience:

Required:

- Previous experience of working in a finance team.
- Good understanding of bookkeeping to trial balance stage.
- Good Excel skills.
- Accuracy and attention to detail.
- Ability to understand the importance of confidentiality in handling customer personal data

Beneficial:

- Insurance or financial services sector experience.
- Knowledge of Access accounting software.
- Previous experience of a Budgeting and Forecasting application

Qualifications

- Minimum of 5 GCSEs at grade C or above or equivalent to include Mathematics and English
- AAT qualified or part qualified

Competencies:

- Communication
- People & Personal Development
- Team Work
- Customer Focus/ Results / Excellence

About Us

The Hood Group is a privately owned business providing insurance solutions for over 30 years to some of the most well respected brands, insurance partners and financial intermediaries. Established in 1983, we came from modest beginnings in the City of London with a small team of passionate people who wanted to help change insurance for the better. We offer our partners an end-to-end service; from product and quote platform design through to sales and retentions. The Hood Group is now one of the largest employers in South East Essex with around 180 staff, award winning services and cutting-edge technology.

We invest in the careers of all our staff, through training, qualifications and by providing a pro-active learning environment. We understand the importance of staff wellbeing and maintaining a good work/life balance and also provide opportunities such as flexible working and career breaks. There is a Group funded Sports and Social committee, seated acupressure massages, and fitness classes in our onsite Wellbeing studio. On completion of probation we also provide an excellent benefits package that includes life assurance, pension scheme, medical cover, permanent health insurance and much more.