



## ACCOUNTS ASSISTANT – ASCOT (SL5)

### **About Kirk Rice:**

Are you an organised and detail-oriented individual with a passion for providing excellent support in the field of accounts? Kirk Rice, a reputable and well-established accountancy firm, is seeking a talented Accounts Assistant and Credit Controller to join our growing Support Services team.

If you thrive in a fast-paced and dynamic environment and are committed to ensuring the financial success of our clients, we invite you to consider this exciting opportunity!

**Position:** Accounts Assistant and Credit Controller

**Department:** Support Services

**Location:** Ascot, Berkshire (SL5)

### **Responsibilities:**

- Assist with day-to-day accounting matters and provide support to internal and external accountants.
- Enter disbursements, prepare, and distribute client invoices, ensuring accuracy and adherence to established billing processes.
- Manage the billing and workflow process to ensure efficient operations.
- Perform credit control activities to expedite the collection of outstanding amounts.
- Handle client inquiries and professionally resolve payment issues or concerns, including account reconciliations and trading histories.
- Collaborate with internal teams, including accounting and tax professionals, to effectively address client needs.
- Assist with general administrative tasks, including filing, data entry, and document management.
- Maintain confidentiality and handle sensitive client information with the utmost discretion.

### **Qualifications:**

- Excellent IT skills, including proficiency in Microsoft Office Suite, particularly Excel.
- Experience with CCH is an advantage.
- Good academic background to GCSE level or beyond.





**Experience:**

- Successful candidates should be able to demonstrate a proven track record in credit control, showcasing their ability to expedite collections and resolve payment issues promptly. Prior experience in efficiently managing outstanding amounts is a valuable asset for this role at Kirk Rice.
- Strong communication skills, both written and verbal, with the ability to interact effectively with clients and colleagues.
- Exceptional organisational skills and attention to detail, ensuring accuracy and thoroughness in all tasks.
- Ability to prioritise and manage multiple tasks simultaneously while maintaining professionalism and composure.
- Strong problem-solving abilities and the capacity to work well under pressure.
- A proactive and self-motivated approach to work, with the ability to work both independently and as part of a team.
- A can-do attitude and the ability to adapt to evolving processes while seeking continuous improvement.

**Desirable:**

- Previous experience within a professional services environment.

**Why Join Us:**

Join a reputable and well-established accountancy firm with a strong commitment to client satisfaction and professional growth.

Collaborate with a diverse and talented team of professionals who are passionate about delivering high-quality services.

Enjoy a supportive and inclusive work environment that promotes work-life balance and professional development opportunities.

**What you can expect in return**

We offer a highly competitive salary and benefits package. salary is negotiable depending upon experience.

Including:

- Hybrid working
- 25 days holiday, plus UK Bank Holidays
- Holiday Buy/Sell
- Life Assurance
- Income Protection
- Critical Illness Cover
- Group contributory pension scheme
- 24/7 employee assistance programme





- Access to discounted rates on PMI
- Corporate Discounts

Please Note: The job description outlined above is a general overview, and responsibilities may evolve as the role progresses.

If you would like to know more, please email your CV to [recruitment@kirkrice.co.uk](mailto:recruitment@kirkrice.co.uk) stating 'Accounts Assistant' in the subject line.

Join our team and be a part of Kirk Rice's commitment to excellence. Apply now!

