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## JOB DESCRIPTION: ACCOUNTS ASSISTANT (FINANCE)

**Reports to:** Finance Director

**Based at:** C J Association Management Ltd, Peershaws, White Colne, Colchester.

**Hours:** Full Time – Monday to Friday 9am to 5pm

**Salary:** £18,000 to £22,000 depending on experience

### Job purpose

Being a key member of the finance team, the successful candidate will oversee CJAM's accounts, including completing bank reconciliations and creating monthly debtor and creditor analysis reports.

The successful candidate will also assist the Finance Director on a daily basis in managing, processing and troubleshooting various accounts and transactions.

### Key Responsibilities and Accountabilities

1. To manage and oversee client accounts, ensuring all are up to date and online with current legislations; including uploading documents to HMRC and Companies House
2. Working with spreadsheets, sales and purchase ledgers and journals
3. Reconciling income and expenditure
4. Provide support to the Finance Director and external accountants, undertaking clerical tasks such as typing, filing, making phone calls, handling mail and basic bookkeeping
5. Perform routine calculations to produce analyses and reports as requested by the finance director
6. Create, send, and follow up on invoices
7. Collect and enter data for various financial spreadsheets
8. Review and audit financial statements and reports, ensure all calculations and data entries are correct
9. Attend finance department and company-wide meetings, sometimes assisting with financial reporting to managers and senior executives
10. Respond to and follow up all Client enquiries by telephone and email within 24 hours
11. Ensure client folder on and offline are well organised and up to date
12. Suggest changes or improvements to increase accuracy, efficiency, and cost reductions
13. Support other members of the CJAM team whenever there is capacity to help.



### **Qualifications and Skills**

Experience and knowledge in Microsoft Office, especially Excel and Outlook.

The ideal candidate will have experience using the finance software Xero and be AAT Level 3 qualified.

### **Key Characteristics**

Self-driven, motivated, creative and with an excellent attention to detail. An ability to think ahead and anticipate situations. Comfortable in dealing with senior big company executives and junior staff and suppliers. Reliable, tolerant, and determined. Able to get on with others and be a team-player. Well-presented and business-like in all forms of communication.

### **About C J Association Management Ltd**

C J Association Management (CJAM) is an Essex-based marketing solutions and business growth partner for companies, charities and other organisations across the UK.

We seek to out-think the competition rather than out-spend them – we thrive on the challenge of making limited budgets deliver outstanding results and believe that all our work should offer a valuable and measurable return on your investment.

For more information on CJAM please visit our website – [www.cjamgroup.co.uk](http://www.cjamgroup.co.uk)