

# Internal Finance Assistant

Hazlewoods LLP is a dynamic and successful Top 35 Accountancy practice based in Gloucestershire. With over 500 employees across three offices, our internal finance team is an integral part of our business, ensuring all financial and management reporting, and year end accounts are completed on a timely basis.

Due to continued growth, the team is looking for an experienced Finance Assistant.

We'll provide you with a competitive remuneration package, excellent training and a great work/life balance including hybrid working. The role will be based in our beautiful Staverton office.

## Your responsibilities will include:

- Preparation of quarterly management reports
- AD hoc reconciliations and analyses
- VAT returns
- Running reports using Practice Management system
- Dealing with practice management queries, e.g. regarding time postings, credit notes & WIP movement
- Partner and staff expenses
- General day to day accounting functions for example, processing supplier invoices, weekly payment runs, bank account and other balance sheet reconciliations.

## You will thrive in this role if you have:

- AAT qualified or qualified by experience (minimum of 5 years)
- A working knowledge of Sage Accounts (desirable)
- Excellent verbal and written communication skills
- A good working knowledge of Excel (intermediate to advanced level preferred)
- Excellent time management skills and the ability to prioritise workload
- An accurate, methodical approach and a keen eye for detail
- The ability to use initiative when necessary
- A high degree of flexibility; to manage numerous tasks at the same time and yet be focused so that work is completed on a timely basis and to deadlines.

