**Accounts Assistant (2 x roles available)**

**Portsmouth**

**Up to £22,000 per annum (depending on experience)**

**Full Time, Permanent**

**23 days holiday plus BH’s, increasing year on year
Extensive financial, wellbeing and social benefits**

**Are you looking to start a career within finance? Compass Recruitment Solutions (CRS) could be the place for you!**

CRS consists of 5 brands and are an award-winning market leading permanent recruitment and search firm practising in the independent health, care, education and Life Sciences sectors in both the UK and increasingly internationally. We are a founder and values led business and proud of our 'family feel' culture where we encourage our teams to thrive and reach their full potential and have some fun along the way.

We are looking for hard working, talented, curious, driven individuals who want to join our growing team.

At CRS we invest in our teams with training, wellness, personal growth & a clear career pathway. In addition to a competitive salary we offer some fantastic benefits including:- free breakfast, fresh fruit, increasing annual leave, industry qualifications, quarterly company events & social calendar plus an early finish on a Friday.

**About the Role**

As an accounts assistant, you will take on a range of responsibilities that contribute to the smooth running of the accounts department and develop the skills needed to thrive in a finance career with the opportunity to study towards professional accountancy qualifications.

**Key tasks**

* Create sales invoices and credit notes promptly and accurately.
* Chase outstanding payments as required.
* Build and maintain strong relationships with internal and external stakeholders in order to be able to proactively manage debtor accounts.
* Set up new customers and suppliers.
* Process supplier invoices and upload for payment runs on a weekly basis.
* Process employee expenses and upload for payment on a weekly basis, highlighting any unusual transactions prior to upload.
* Assist with month end accounts process.
* Ad hoc finance duties as required to assist the finance team.

**What we are looking for people with the following qualities…**

* Sage 50 Accounts – knowledge account systems.
* Microsoft Excel – knowledge and understanding of how to use.
* Build and maintain relationships with internal and external stakeholders.
* Studying or looking to study AAT.

If you would like more information, please contact Jess Gower on jgower@compassltd.co.uk