

ASSISTANT ACCOUNTANT

Team:	Finance
Reports to:	Financial Controller
Contract Type:	Permanent, Full Time
Location:	Blackfriars Bridge Court, 41-45 Blackfriars Road, London, SE1 8NZ

About Reevoo

At Reevoo we believe that a transparent relationship between brands and consumers is better for both. Over 200 brands agree with us and use our Ratings & Reviews, Social and Customer Intelligence products to engage with, listen to and learn from their customers.

We also believe we can help everyday people make better decisions about what to buy by connecting them with likeminded people. That's why we're always innovating – creating new tools for customers to express their opinions and constantly improving the ones we have.

We don't settle for average. We want to make cool stuff that serves a good purpose. If you work with us you will too.

Role Description

This is a broad role. Suitable candidates will have 2-3 years experience of working in similar roles.

Skills & Experience

Early stages of studying for an accountancy qualification
Second/third role in a busy finance department
Experience of Financial Force beneficial

Competencies and Personal Qualities

Individual who is keen to learn & enthusiastic
Intermediate excel – VLOOKUP, SUMIF, PIVOT Tables
Experience of calculating simple accruals and prepayments
Experience of bank reconciliations (including foreign currency accounts)

Key Tasks

Bank reconciliations (GBP and foreign currency)
Fixed assets – additions, disposals, calculating depreciation
Staff expenses -including company credit card expenses
Preparing sales invoices
Posting purchase invoices
Supplier statement reconciliations
Preparing payment runs

Allocation of cash -receipts & payments
Distribution of daily bank balances
Contributing to weekly cashflow forecast
Preparation of VAT return
Preparation EC Sales, Intrastat,
Balance Sheet Reconciliations

Reevoo is an Equal Opportunities Employer.
Please note: we can only consider applicants with the current legal right to work in the UK.