

Accounts Assistant (Part-Time)

Location: Stockport

Hours: 20-24 hours per week

Salary: £15,000-£20,000 per annum (depending on experience)

Working Pattern: Flexible and school-friendly hours available

About the Role

We are seeking an organised and reliable Accounts Assistant to support our day-to-day finance function. This is an excellent opportunity for someone looking to develop a career in finance, whether they have some existing experience or are looking to build on basic bookkeeping knowledge.

Full training will be provided, and the successful candidate will work closely with management to support the smooth running of the organisation's financial processes.

Key Responsibilities

- Processing purchase invoices and maintaining the purchase ledger
 - Raising sales invoices and maintaining the sales ledger
 - Credit control and debtor management
 - Bank reconciliations
 - Processing financial transactions in Sage and QuickBooks
 - Assisting with payroll administration and payroll data entry
 - Preparing supplier payment runs for authorisation
 - Maintaining accurate financial records
 - General finance and administrative support
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Person Specification

Essential Requirements

- Good numeracy and attention to detail
- Strong organisational skills
- Ability to work accurately and maintain confidentiality
- Good written and verbal communication skills
- Competent IT skills, including Microsoft Word, Outlook and Excel
- Ability to manage workload and meet deadlines
- Positive and willing-to-learn attitude
- Reliable and trustworthy

Desirable Requirements

- Previous experience in an accounts, finance, payroll or administration role
- Experience using Sage, QuickBooks or similar accounting software
- Experience working with invoices, payments or reconciliations
- AAT qualification or working towards AAT
- Experience of working within a training, education or professional services environment

Personal Qualities

We are particularly interested in candidates who are:

- Friendly and approachable
- Highly organised
- Self-motivated
- Willing to learn new skills
- Comfortable working as part of a small team
- Able to maintain confidentiality when handling financial information

What We Offer

- Flexible working hours that can fit around school drop-off and collection times
- Supportive working environment
- Full training and development
- Opportunity to gain experience across a broad range of finance activities
- Potential for future progression as the business grows

Note: Previous accounting qualifications are not essential. We welcome applications from candidates with some administration or finance experience who are keen to develop their skills within a supportive team environment.

To apply, please send your CV and a covering letter to the

Financial Director, Mark Field at markfield@elevatedknowledge.co.uk

We look forward to hearing from you!