

Job Description

Account Assistant

Reporting to: Finance Manager

Location: Chelsea, London (Hybrid Based)

Roles and Responsibilities

As an Accounts Assistant at Conosco, you will play a key role in keeping our day-to-day finance operations running smoothly. You will support both Accounts Payable (AP) and Accounts Receivable (AR) across our UK and South Africa entities, helping ensure that invoices are processed, payments are made on time and customer accounts are kept up to date. This is a hands-on role where attention to detail, organisation and communication with internal teams and external stakeholders are essential.

Key Responsibilities:

Processing Invoices (Accounts Payable)

- Recording supplier invoices into the finance system accurately
- Checking invoice details and coding them correctly
- Chasing and obtaining approval from internal stakeholders before processing invoices
- Keep track of invoices to ensure nothing is missed.

Making Payments

- Assisting with weekly/monthly supplier payment runs
- Uploading payment files and supporting the Finance Manager with final checks
- Ensuring suppliers are paid on time

Supplier Management

- Requesting supplier statements regularly
- Reconciling statements against our records
- Investigating and resolving and discrepancies with suppliers

Expenses & Credit Cards

- Reviewing employee expense claims to ensure they follow company policy
- Processing approved expenses in the systems
- Checking and processing company credit card transactions

Accounts Receivable & Credit Control

- Monitoring customer accounts to ensure invoices are paid on time
- Chasing overdue payments in a professional manner
- Supporting the setup and processing of customer direct debits

Bank Reconciliation

- Reconciling bank transactions against the finance system
- Identifying and resolving any differences

Month-End Support

- Assisting the Finance Manager during month end and year end
- Helping ensure all transactions are recorded accurately and on time

General Admin

- Filing and maintaining accurate financial records
- Managing finance inbox emails and responding to queries.

What Good Looks Like in This Role

- Invoices are processed accurately and on time
- Payments are made without errors or delays
- Supplier and customer queries are resolved quickly
- Financial records are clean, organised and up to date
- You communicate effectively with both finance and non-finance colleagues

Skills & Experience

- At least 3 years of experience in a similar Accounts Assistant or Finance role
- Good understanding of Accounts Payable and Accounts Receivable processes
- Comfortable working across multiple entities (UK and International exposure is a bonus)
- Strong Microsoft Excel skills
- Experience with NetSuite is helpful but not required
- High attention to detail and accuracy
- Strong organisational and time management skills

Qualifications

- AAT (or equivalent) is desirable but not essential