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JOB TITLE: Accounting Assistant REPORTS TO: Associate- Finance

Kingswood Holdings Limited (trading as Kingswood) is an AIM-listed integrated wealth management group, with more than 16,000 active clients and c. £5 billion of Assets under Management. It has a growing network of offices across the UK as well as offices in New York and Johannesburg. Clients range from private individuals to some of the UK’s largest universities. The Group’s vision is to become a leading global provider of trusted wealth planning and investment management solutions to clients, underpinned by investment in people and innovation in technology to support our advisers and clients.

## SUMMARY OF ROLE

Kingswood is looking for a driven and personable individual to join its established Finance department on a permanent/temp-to-perm basis. Working closely with the rest of six-strong team, and with direct exposure to senior management, the ideal candidate will be responsible for a variety of day-to-day & month-end tasks.

The successful candidate will take ownership of the company's transactional data, from cashbook through to nominal, to help maintain an efficient and accurate Finance function. The finance team is a fast-paced and occasionally high-pressured environment, but one which rewards hard work and is built around a strong team ethos.

**RESPONSIBILITIES**

* Daily update & reconciliation of cashbook in Excel from online banking records;
* Daily posting of accounting transactions onto accounting software, including bank payments & receipts; customer invoices; and journals;
* Assist with month-end close and reporting, such as prepayments, accruals, intercompany accounts and updating fixed asset registers;
* Assist with roll-forward and update of management information packs;
* Assist Accounts Payable by liaising with suppliers to resolve issues and reconcile accounts;
* Processing employee expense claims in line with company policy, ensuring receipts are accurate and categorisation appropriate;
* Co-ordinating petty cash floats for all offices;
* Assist in annual statutory audit and the preparation of Group and subsidiary financial statements;
* Ad hoc support of other team members as required, including revenue reconciliation.

**SKILLS AND EXPERIENCE**

* AAT qualified, bookkeeping or accounting (level 1 or 2), or equivalent
* At least 1 year’s bookkeeping experience;
* Strong knowledge of Excel (must be confident using SUMIFs; LOOKUPs; Pivot tables);
* Experience using Sage200 preferred;
* Self-starter with strong interpersonal skills.
* Financial services experience would be advantageous but is not essential.