

Job Title:	Assistant Accountant
Reports to:	Finance Director
Responsible for:	None
Purpose of job:	Responsible for managing the main bank account ensuring all receipts and payments are booked in a timely manner and that the general ledger is accurate and complete on a monthly basis.
Main contacts:	Internal: rest of finance team, client liaison staff, other internal staff including those in specialist departments External: bank, external suppliers
Contract type:	Permanent
Hours:	Full-time, 40 hours a week
Location:	Based at Chiswick HQ

Context

Chiswick Auctions is a rapidly expanding London-based auction house, which prides itself on its accessibility, breadth of knowledge and excellent customer service. A team of 20 specialist departments comprises experts who are skilled in championing artworks from all eras and media, and ensures that clients are always best served when buying and selling at auction. A full sales calendar of 120 sales per year also features regular Interiors & Design sales which encompass decorative arts, painting, furniture and other collectables; each sale averages 300 – 500 Lots. The main headquarters is based in Chiswick, with a showroom in South Kensington (CSK).

The Finance Department comprises five members of staff and works to ensure a smooth and efficient finance function across the business. The role has sole responsibility for entering all current account transactions and reconciling the main bank account. The role also covers all general accounts, posting supplier invoices and reconciling balance sheet accounts, supplier and customer accounts. Once established the role will also cover petty cash. There is a large amount of client contact over the telephone answering accounts queries and taking payments from buyers.

Areas of responsibility

Responsibilities include but are not limited to the following:

Primary Responsibilities:

- Take full responsibility for the main bank account, Ensuring all items are posted on both sales and purchase ledger and the various bank accounts are reconciled on a weekly basis.
- Reconciling supplier statements monthly.

- Managing the VAT refund process, VAT reinvoices and ensuring sales are set up with correct VAT rates.
- Entering and reconciling all client compensation and credit notes.
- Inputting all on-line receipts to the auction data base system and clearing customer invoices to include debit/credit card and Paypal payments as well as bank transfers.
- Posting invoices to the purchase ledger.
- Posting and reconciling the PayPal and credit card account
- Dealing with general and accounting enquiries from the public.
- Managing petty cash once established in the role.
- Other tasks as allocated by the Finance Director

General

- Ensure compliance with all internal policies and procedures and any relevant external bodies or processes
- Participate in organization-wide meetings, activities and processes, and develop internal contacts, networks and interactions as appropriate

Person Specification

Essential skills and experience

- Knowledge of basic accounting gained through working in a finance team in a busy office environment
- Excellent knowledge of the Microsoft Office Suite, especially Excel and Outlook
- Excellent team working skills
- Excellent client service skills
- Excellent writing skills in English; excellent verbal communication and interpersonal skills, including first class spoken English
- Ability to work to tight auction deadlines
- Ability to learn Chiswick Auctions' systems
- Strong follow-up skills with attention to detail
- Ability to thrive within a fast-paced team environment, including the ability to prioritise multiple tasks
- A 'can-do' attitude, an enquiring mind, and a willingness to actively seek out new responsibilities and opportunities

Desirable qualifications, skills and experience

- A finance qualification
- Experience with Sage