Assistant Accountant (0.4FTE)

Location	Based in Edinburgh with scope for hybrid working
Salary	£28-34k pro-rata
Contract	Part-time
Hours of work	15 hours per week

Job description and person specification

First Psychology is a rapidly growing provider of psychological therapies/wellbeing interventions with 13 centres throughout Scotland and Northern England.

We are looking to recruit an Assistant Accountant to work across the First Psychology Group of companies, providing high quality financial and reporting services to ensure effective and efficient financial operations throughout the group. We are looking for an enthusiastic individual who can demonstrate a high attention to accuracy and detail, with excellent personal skills. This role is integral to the continued growth within the First Psychology Group and the right candidate will play an important part in our future expansion.

Key responsibilities

- Processing and maintaining of the purchase ledger.
- Processing and maintaining of general ledger.
- Assisting with maintaining a sales ledger.
- Preparation of complex control account reconciliations.
- Maintaining and reconciling the inter-group company balances.
- Working with colleagues to ensure internal financial procedurees are adhered to.
- Ability to work as part of a wider finance team, including delegating tasks where timescales and workloads allow.
- Assisting the Finance Director in the preparation of monthly management accounts and budgets.
- Preparation and implementation of end of year procedures.

In order to be successful in this role, you will demonstrate the following skills and experience:

- A comprehensive understanding of double entry and bookkeeping principles, along with experience in bookkeeping to trial balance, are essential.
- Experience of working across a group company setting.
- Strong working knowledge of Sage 50 Accounts software.
- A high level of computer literacy including an extensive knowledge of Excel and formulae.
- An ability to maintain a high level of accuracy in preparing and entering financial information.

- Experience of corporate financial controls and procedures, with the ability to identify and implement improvements in operational efficiencies.

- Excellent interpersonal skills.
- Professional qualification desirable (AAT, ACCA, CA), however qualified by experience will also be considered.

This is a fantastic opportunity to work with us to deliver an effective and accurate financial services department, and to aid in facilitating the future growth across the group.

The role is primarily based in our Edinburgh City Head Office, but with scope for hybrid working and flexibility over the working days and hours.

How to apply

If you have the passion to succeed and want to be part of our exciting future please send an up to date CV and covering letter indicating your reasons for applying for this position and identifying the key skills and attributes that you will bring to this post to **hello@firstpsychology.co.uk**

Closing Date: Wednesday 19 June 2024, 5pm