



# ACCOUNTS ASSISTANT

UKACAS1801

## WHO WE ARE

KellyDeli is a dynamic Asian culinary business with an entrepreneurial mindset. We sit at the intersection of the Retail and Restaurant worlds and have been experiencing an huge rate of growth

Although we were only founded in 2010, our concepts have already been a resounding success, we currently have more than 700 points-of-sales deployed across 10 countries in Europe and we are constantly exploring new opportunities to grow even more.

We pride ourselves on having a strong and loyal customer base which is continually on the rise.

We believe in Togetherness and are guided by our strong KellyDeli cultural values. We are currently looking to add to our dedicated team across various functions, as we continue to scale worldwide!

We strive to build upon our initial success, and to explore new concepts and innovations in pursuit of broader and very ambitious vision. Come join us!

Check us out

<http://www.kellydeli.com/>

<https://youtu.be/5IVVtFUHz6A>

## THE GOAL

To support this strong growth and its ambitious plan, the company is looking for an Accounts Assistant.

The aim of the role is to assist the Finance Team on daily tasks resulting in accurate monthly closing figures and reporting.

The role is your own to grow with and there may be scope to get involved in a lot more than the below tasks once settled in.

## WHO YOU WORK WITH

**Reporting to the:** UK Finance Manager

**Direct reports:** None

# ACCOUNTS ASSISTANT

## WHAT YOU DO

- Sales ledger (Processing sales invoices) and Review Aged Debtors to resolve any outstanding balance
- Manage the outgoing invoices process: self billing for Licensees
- Liaise with the franchise partners on their AR queries
- Purchase Ledger (Receiving and Processing invoices) and reconcile against monthly statements
- Work on the intercompany reconciliations and general ledgers
- Manage the Weekly and Monthly expenses for the business
- Liaise with the vendors for any payable queries
- Work on the intercompany reconciliations and general ledgers
- Work with the payroll accountant for accurate payroll reports
- Support the treasury function of the business
- Support the production of the cash flow rolling forecasts
- Support the data collection of the annual audits
- Manage the Filings and Admin of the financial documents of the business
- Working Closely with the Finance Manager on all financial matters (including interim budgets and reforecasts)

## WHO YOU ARE

- Part- Qualified ( ACCA or CIMA) and studying towards their professional qualification
- Experience with accounting systems and good understanding of filing system
- Reliable and efficient with meticulous attention to detail
- Good organisational skill
- Strong knowledge of Microsoft Excel and ability to build own processes
- Highly motivated with an entrepreneurial mindset and desire to work in a fast-growing multicultural environment
- Fluent in English (both spoken and written). Additional language skills are advantageous
- Knowledge of Asian culture and cuisine is a distinct advantage