



## **Accounts Assistant**

### **ABOUT US**

Syncoms is a leader in the personalised photo products and online print arena with a global footprint spanning the UK, North America and India. Harnessing the power of social media platforms such as Facebook and Instagram with the flexibility that smart phones and tablets offer, Syncoms enables customers to bring their digital photos to life.

Founded over 35 years ago we have transformed the landscape of a 500 year old print industry by combining the digital and physical world of photos.

With three much loved brands in the market; Printer Pix, Print Express and Printer Inks, we are on a mission to nurture the best workplace environment in the industry.

### **THE ROLE**

We are looking for a talented graduate or a junior accounts assistant to join our growing team. You will be responsible for providing general financial and administrative support to our account management and finance team. We are looking for someone with proven experience within a low value, high volume ecommerce or manufacturing background. Due to the rapid company growth the role requires candidates to deal with high volume of invoice input and credit card reconciliation on daily basis.

### **KEY RESPONSIBILITIES**

- Assisting with month-end process, including analysis of P&L and balance sheet accounts
- Reconciling significant online sales with bank accounts and merchant accounts daily
- Posting significant ledger entries daily.
- Daily and month-end bank reconciliations for multiple bank accounts
- Posting and reconciliation of high volume credit card expenses on daily basis.
- Assist with purchase and sales ledger.
- Assisting in the budgeting process
- Accruals and pre-payments
- Raising customer invoices and emailing to clients
- Processing customer receipts from bank statements and cheques
- Dealing with customers over the phone and by email
- Taking credit card payments by phone



## **WHAT YOU WILL BRING**

- A graduate , AAT qualified or working towards a CIMA/ACCA qualification
- 18 months previous experience in a similar role.
- Academic knowledge of Sage Line 50 and proficiency in MS Excel
- Excellent Written and verbal communication skills
- High level of attention to detail and ability to work to deadlines
- Well-developed interpersonal skills, to be used when working with several different business units to identify opportunities within the group
- Ability to plan and manage own workload in order to achieve objectives as set

## **QUALIFICATIONS REQUIRED**

- Educated to degree level 2.1 minimum or AAT CIMA/ ACCA equivalent