**Arrow Shipbroking Group**

**Job Title:** Accounts Assistant

**Location:** London

**The role**

We are looking for an Accounts Assistant to work in our UK office in London as a member of the Accounts Department. The role encompasses a wide range of junior accounts related activities and will include the following, but will expand as the individual develops.

**Duties**

**Daily basis**

* Book keeping responsibilities utilising Sage Line 50.
* Processing supplier invoices. Data entry into purchase ledger, obtaining authorisation, matching to supplier statements and processing for payment.
* Banking and credit card summaries, processing of expenses claims.
* Creating and sending customer invoices in conjunction with operations department using Arrow’s own software.
* Providing cover on the operations desk of the Freight derivatives desk.
* Filing, photocopying etc.

**Periodical duties**

* Responsibility for the preparation of VAT returns.
* Assist in the preparation of all Government periodic returns, Business statistics etc.

**Experience and Qualifications**

* A working knowledge of Sage Line 50 or a similar book keeping system is essential.
* Studying towards AAT desirable.
* Previous experience in an accounts department is essential.
* Ability to work on own initiative and as part of a team.
* Ability to deal with clients, suppliers and staff in situations which require a strong character on a daily basis.

**Salary and Benefits**

* Negotiable salary depending on experience.
* Up to 25 days holiday per annum.
* Company pension scheme.
* Corporate gym scheme
* Season ticket loan after probationary period.