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Spaghetti House

Position: Accounts Assistant

Employment type: Full time

Location: London, United Kingdom

Department: Non-Management, Finance Department Head Office

Report to: Financial Controller

Founded in 1955, Spaghetti House has made a name for itself by consistently delivering high quality fresh and delicious Italian food across London.

Reporting to the Financial Controller, you will be an integral part of the Finance team to provide support to the Restaurants and Financial Controller whilst keeping the highest professional levels possible.

As Account Assistant you will:

- Process supplier invoices.
- Reconcile delivery notes to suppliers' invoices.
- Supplier's statement reconciliations.
- Deal with supplier queries.
- Prepare and process payment runs.
- Sales ledger and cashing-up reconciliation.
- Bank Reconciliation.
- Reception and General Office tasks as requested.
- Ad hoc reporting as required.

Desirable:

- Demonstrate excellent commitment.
- Previous experience within a Finance based role or Administration position involving some aspects of Finance.
- Food and Beverage experience but not essential.
- Ability to work under pressure and be approachable in stressful situations, presenting themselves in a professional manner at all times.
- PC Skills and Strong knowledge of excel.
- Desire to work within a varied role which can involve various ad hoc tasks.

Eligibility:

In line with the requirements of the Asylum & Immigration Act 1996, all applicants must be eligible to live and work in the UK. Documented evidence of eligibility will be required from candidates as part of the recruitment process.