



## CLIENT ACCOUNTS CLERK

1 BAILEY COURT, COLBURN BUSINESS PARK, RICHMOND, NORTH YORKSHIRE DL9 4QL

We are recruiting for a Client Accounts Clerk to manage a portfolio of financial accounts for GSC Grays' estate management and farming clients.

### The role and responsibilities:

- To manage a portfolio of clients' accounts for managed estates, farms and residential properties
- To input into sales and purchase ledgers in Landmark Prime. Knowledge of Farm Plan would be an advantage but not essential
- Producing and submitting VAT returns
- To assist with monthly management reporting and credit control

### The skills we are looking for in you:

- Possesses or studying for a recognised accountancy qualification, eg AAT, CIMA, ACCA
- Experience in an accountancy/book-keeping role
- Experience of Landmark Prime and Farm Plan would be advantageous but not essential. Training will be provided if necessary
- Good level of numeracy and analytical skills
- Ability to prioritise busy workload and the role calls for someone who can manage their workload calmly and set priorities
- Ability to act on own initiative whilst also working within Company processes and procedures

- Good organisational skills
- Interpersonal skills - ability to communicate with people at all levels
- Professional attitude to all areas of work and confidentiality essential
- Experience within a professional services organisation preferred, but not essential

## Key information about the role you need to know:

- Full-time Monday to Friday
- Hours: 9.00am - 5.30pm Monday to Friday with occasional flexibility required to clear any urgent workload
- Up to one hour for lunch
- 25 days holiday plus statutory bank holidays
- Auto-enrolment pension scheme with Aviva