

An Opportunity for a permanent full-time **Accounts Assistant** has arisen at
Kidd Rapinet LLP Solicitors

Kidd Rapinet has six offices based in London and the South East and has been in practice since 1958. The centralised Finance Team for all offices is in Maidenhead town centre and consists of a team of eleven covering all aspects of the accounts, administrative and credit control functions.

The Finance Team share premises with the Maidenhead legal office and the office is a few minutes walk from the train station.

Kidd Rapinet uses the specialist legal software package Partner For Windows and Microsoft Office Suite 2010. All IT training is provided in house.

Accounts Assistant Required

Attributes

All applicants must have;

- A-C Grade Maths and English GCSEs
- At least 4 years varied accounts experience
- At least 1 years experience in bank reconciliations
- Good communication skills; both written and oral
- Be proficient in Excel Intermediate level
- The ability to work accurately in a pressured environment with attention to detail
- A flexible attitude and be a team player
- The ability to work in a highly regulated industry and follow laid down procedures
- Ability to maintain strict confidentiality and comply with data protection and GDPR requirements

Role

The varied role includes but is not limited to: –

- Collating monthly payroll information for the Payroll Bureau
- Annual payroll returns
- Maintaining the central personnel records
- Working on computerised bank reconciliations
- Loading CHAPS payments and Foreign Transfers

This role is available immediately, salary to be based on experience.

Please apply by sending your full CV to Mrs Linda Purvis at employ@kidrapinet.co.uk
Please note that you will only receive a response if you have been selected for interview.

