



We are recruiting a Junior Supply Chain/Accounts Assistant!

Surrey Hills Accountancy is a fast-growing accountancy firm based in Chilworth, Surrey, offering comprehensive accounting and tax services to local businesses. We are seeking a full-time Junior Supply Chain / Accounts Assistant to join our team and play a key role in maintaining accurate financial records and supporting our clients' accounting needs.

Job Description

The Junior Supply Chain / Accounts Assistant will support the Accounts Assistant in maintaining financial records, processing transactions and addressing supply chain-related queries for clients in inventory and product-based businesses.

This role involves a combination of bookkeeping, financial reconciliation, and supply chain support to ensure accurate records and smooth operations. While prior experience is not required, a foundational understanding of accounting and supply chain processes is essential. The ideal candidate should be detail-oriented and able to quickly adapt to various software systems.

Key Responsibilities

Bookkeeping & Accounting:

- Perform bank reconciliations, ensuring all transactions are accurately recorded.
- Upload and process supplier and customer invoices, as well as credit notes.
- Conduct account reconciliations to maintain complete and accurate financial data.
- Assist with payment processing, ensuring suppliers are paid on time.
- Investigate and resolve invoice and billing discrepancies.
- Support tax preparation, including VAT returns and other relevant filings.
- Communicate with clients regarding their accounts, invoices, and financial queries.

Supply Chain & Inventory:

- Collaborate with clients and internal teams to address inventory-related queries.
- Assist in identifying and resolving stock discrepancies in accounting records.
- Support the resolution of inventory valuation and costing issues.
- Liaise with suppliers and logistics partners to manage financial aspects of the supply chain.
- Track landed costs, including duties, freight, and other supply chain expenses.
- Monitor supplier statements and flag discrepancies for resolution.
- Ensure stock levels meet minimum requirements by tracking inventory and coordinating with internal and warehouse teams.
- Oversee best-before dates and work with relevant teams to prevent expired stock issues.
- Communicate with the warehouse regarding damaged product issues and ensure accurate stock adjustments.
- Assist with system migrations, data cleanup, and financial process automation as needed.



Qualifications

- No formal qualification is required, however, Surrey Hills Accountancy will support the right candidate in obtaining a relevant qualification.
- Basic knowledge of inventory and supply chain accounting.
- Basic understanding of accounting principles and practices.
- Strong attention to detail and accuracy in recordkeeping.
- Quick adaptability to new software systems.
- Excellent organisational and time-management skills.
- Self-motivated with the ability to work independently and take initiative.
- Ability to maintain confidentiality and professionalism.

What We Offer

- Competitive salary based on experience.
- Hybrid working options.
- Opportunities for professional development and training.
- A fun and friendly team environment and a beautiful office location.
- Salary sacrifice pension scheme where the company contributes 4%.
- Private medical insurance, life assurance and health cash plan.
- 25 days' holiday.

How to Apply

Please send a covering letter along with your CV to hello@surreyhillsaccountancy.co.uk