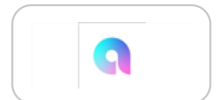


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Accounts Assistant

22 June by Absolute Recruit

 £35,000 - £38,000 per annum City of London, London Temporary, full-time[Apply now](#) [Save](#)

You may need visa sponsorship for this role

This employer hasn't indicated whether they can offer visa sponsorship. If you require visa sponsorship now or in the future, your application may not be considered.

Full job description

Join a luxury beauty brand and play a key role across Accounts Payable, Accounts Receivable, Credit Control, and month-end processes within a fast-paced retail environment.

Key Duties:

- Managing the Accounts Receivable function, including raising and issuing customer invoices
- Chasing outstanding payments and supporting credit control activities
- Allocating cash and reconciling incoming payments
- Processing supplier invoices, expenses, and payment runs
- Supporting the Accounts Payable function and supplier reconciliations
- Performing bank reconciliations and investigating discrepancies
- Supporting month-end close processes, including balance sheet reconciliations and reporting
- Maintaining accurate financial records across AP and AR ledgers
- Handling finance queries and supporting inbox management

- Supporting the wider finance team with ad hoc finance duties

Core Experience & Skills:

- Previous experience within a Finance Assistant, Accounts Assistant, or similar finance role
- Experience within retail, beauty, luxury goods, fashion, or another fast-paced consumer-focused environment
- Studying towards an AAT, ACCA, or CIMA qualification
- Strong Excel skills, including VLOOKUPs and Pivot Tables
- Experience working within a high-volume finance environment
- Exposure to Accounts Payable, Accounts Receivable, and month-end processes
- Excellent attention to detail and accuracy
- Strong communication skills, both written and verbal
- Experience using finance systems; NetSuite experience would be beneficial

If you are interested, please apply today.

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Bookkeeper

22 June by Absolute Recruit

£ £35,000 - £45,000 per annum

📍 City of London, London

🕒 Temporary, full-time

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Bookkeeper & Accounting Automation Specialist

29 June by ID Cleaning

£ Salary negotiable

📍 London

🕒 Permanent, full-time or part-time

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Accounts Assistant

2 days ago by Robert Half

£ £29,000 - £300,000 per annum

📍 London

🕒 Contract, full-time

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Accounts Assistant

8 June by Accountancy Action

£ £28,000 - £31,800 per annum

📍 London

🕒 Permanent, part-time

5 Lockington Road, apartment 44 Foundry House, SW8 4BE, London

Rachael Newsham

Group Nexus

Hampstead, North London

7 July 2026

Dear,

Ms Newham,

I wish to apply for the role of Accounts Assistant, currently being advertised on Reed.co.uk. Please find enclosed my CV for your consideration.

As you can see from my attached CV, I have over 3 years' experience in the business and finance industry, and I believe my strong communication, organisational, analytical and problem-solving skills developed during this time make me the right/perfect candidate for the role.

In my current role as a Business Management Foundation Student at UWTSD London, I have been responsible for

During my studies I developed strong analytical, organisational and problem-solving skills. I learned how to manage my time effectively, work to deadlines and communicate professionally.

All of this, coupled with my enthusiasm and dedication, has helped me develop strong Excel, communication, teamwork, organisation and attention to detail skills.

I am confident that I can bring this level of success with me to your organisation and help Group Nexus build upon their reputation as [state their position in market – learned through your research]. With my previous experience and expertise, I believe my contribution will have a positive impact on your finance team and the continued success of the company.

Thank you for considering my application. I look forward to hearing from you.

Yours sincerely,

Vasilis Vesai

Vasilis Vesai

5 Lockington Road, Apartment 44 Foundry House,
LinkedIn profile: Vasilis Vesai SW8 4BE London
07368559079 | vasilisvesai@gmail.com

PROFILE

Motivated and reliable Business Foundation Student with strong organisational and communication skills. I am willing to begin my career in Finance and administration as an Account Assistant. I am a quick learner with a good knowledge of Microsoft office, especially Excel, Word and PowerPoint. I enjoy working as part of a team, pay close attention to detail and I am committed to providing accurate and professional work.

EDUCATION & QUALIFICATIONS

University Of Wales Trinity Saint David - Foundation year- Business Management Currently studying 2026

Developed skills in business management, Finance, Digital skills, Presentations, Teamwork and Problem Solving.

Southwark college, London - Level 2 Certificate in Business. Business-Pass 2025

Studied Business communication, customer service, Teamwork, Marketing, Finance and Microsoft office skills.

Southwark college, London - Level 1 Certificate in Business Business-Pass 2024

Developed knowledge of business operations, communication and administration

WORK EXPERIENCE

Accounts Assistant | ABC Finance Ltd, London

Jun 2025 to Aug 2025

Prepared documents using Microsoft Word and Excel. Organised electronic and paper files. Scheduled appointments and maintained office records. Assisted customers with enquiries. Worked effectively as part of an office team.

- Processed supplier invoices accurately using Microsoft Excel.
- Maintained financial records and updated company databases.
- Assisted with preparing invoices and payment records.
- Answered telephone and email enquiries professionally.
- Organised and filed financial documents.
- Supported the finance team with administrative tasks.
- Checked data for accuracy before processing.
- Worked closely with colleagues to meet deadlines.
- Maintained 99% accuracy when entering financial data.
- Assisted with processing 150+invoices during the placement.
- Improved document filing, making records easier to locate.

- Completed all assigned tasks within deadlines.
- Received positive feedback for organisational and attention to detail.
- Demonstrated excellent teamwork and communication skills.

Administrative Assistant | London Business Solutions

Jan 2025 to May 2025

Coordinated meeting schedules and maintained staff calendars, prepared records, letters and business documents using Microsoft word and Excel, updated and maintained customer records and company databases accurately, provided administrative support to colleagues and assisted visitors with enquires.

- Managed incoming phone calls and emails professionally.
- Scheduled meetings and maintained staff calendars.
- Prepared letters, reports and documents navigating Microsoft Word and Excel.
- Organised and maintained electronic and paper filing systems.
- Entered and updated customer insight accurately.
- Assisted customers with enquiries and provided administrative support.
- Ordered office supplies and maintained office records.
- Worked with colleagues to ensure daily office tasks were completed on time.
- Improved the organisation of office files, reducing document retrieval time.
- Maintained a 98% accuracy rate in data entry tasks.
- Successfully coordinated meeting schedules without conflicts.
- Received positive feedback for professionalism and communication.
- Completed administrative tasks ahead of deadlines.
- Assisted improve office efficiency by keeping records accurate and up to date.

ADDITIONAL INFORMATION

Technical skills

- Microsoft Excel
- Microsoft word
- Microsoft PowerPoint
- Data entry
- Filing & record keeping

INTERESTS

Finance & Accounting

Interested in developing knowledge of financial management and business operations.

Learning Microsoft Excel

Enjoy improving spreadsheet and data analysis skills.

Reading Business News

Keeping up to date with business and financial trends.

Technology

Interested in navigating software to improve productivity and efficiency.

Basketball

Enjoy playing basketball, which has strengthened teamwork and communication skills.

Fitness & Gym

Regular exercise assists on maintain discipline, focus and a positive attitude.

Languages

Greek

Albania

English

Additional information

Greek Citizen

British citizen

Full UK Driving Licence