

The darkest job in all of

DIGITAL



HYBRID ONLY -
NO REMOTE
APPLICATIONS

**DARK
HORSE**

Accounts Assistant



Accounts Assistant

Dark Horse is a renowned digital marketing agency based in the UK, specialising in PPC, SEO and Paid Social. With a diverse clientele and a commitment to delivering exceptional results, we are looking to bring more finance functions in-house, in order to improve the efficiency of our overall operations.

Are you an accounts professional looking for your next challenge within a well-established, fast paced, growing company?

The role

As an Accounts Assistant, you will be a vital part of the team, reporting directly to the Group Operations Director, and also liaising with multiple team members where needed.

Success in this role hinges on attention to detail, communication and organisational skills. Experience of and the ability to use Sage Accounting and Excel is a must.

Key responsibilities

- ✗ Managing and recording customer and supplier invoices, overseeing the whole process of raising, sending and receiving customer and supplier invoices
- ✗ Preparing a weekly payment run list to ensure suppliers are paid on time
- ✗ Logging transactions in a timely and accurate manner in the accounting system Sage Accounting
- ✗ Undertaking bank reconciliations, ensuring all records are as up to date and accurate
- ✗ Handling month end duties
- ✗ Monitoring overdue payments and undertaking credit control activities in a proactive manner
- ✗ Fielding and answering internal and external queries relating to invoices, payments and everything in between
- ✗ Supporting the Group Operations Director with general administrative and reporting tasks and ad-hoc duties as required

The ideal candidate

- ✗ A proactive individual who is confident handling multiple tasks
- ✗ Previous experience in a similar finance or accounts role (essential)
- ✗ Good experience and working knowledge of Sage Accounting (essential)
- ✗ A high level of attention to detail
- ✗ The ability to respond professionally to internal and external queries
- ✗ Good working knowledge of Microsoft Office, particularly Excel



You don't

- × Quiet quit
- × Take selfies on all your LI posts
- × Think that personal branding will solve climate change
- × Think that everything is out of your control
- × Think that 12 months in a role is a lifetime
- × Ignore commercial realities of business

Are we right for you?

We're a fast-growing digital marketing agency based in Altrincham (Manchester) specialising in PPC, SEO and Paid Social. Our clients range from small local businesses to international companies. We're at an exciting stage of growth with new projects starting all the time and big opportunities for the right people. Altrincham is like Manchester, just smaller and less spice. More Guardian readers probably, too. Each to their own.

We are a team of 40 people from all backgrounds, all walks of life and we will not stop in our pursuit to grow the business and change the industry. The company is accountable to clients as all should be, we embrace accountability, it allows us to show off.



What's on offer?

We think we've built a great place to work, where every individual feels rewarded for the effort they put in. Enjoy this along with:

- × Competitive salary, dependent on experience £25,000 to £27,000 (depending on experience)
- × Leafy Altrincham location
- × Flexitime
- × Birthday off
- × Mental wellbeing bupa programme
- × Dark Horse will carbon offset your role with The Dark Forest (green is good)
- × Work in an amazing team - learning from some fantastic people
- × Other stuff too - this is mostly the small stuff we use to make us look good on LinkedIn. It's largely irrelevant. Don't fall for the "Beer Tap in office" and other race to the bottom stuff. This is a career we are talking about

This is about making a difference. To clients. To us and to **You**.

This is a hybrid role. No remote applications.



DARK HORSE

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