



Job Description: Accounts Assistant

Location: Cheltenham (hybrid)

Contract: Part Time (3 days a week) Permanent

Salary: £23,533 - £30,563 (depending on experience)

About Us

Join Austin Elliot Consultancy – where digital transformation meets compassion. We are a leading consultancy specialising in technical delivery and organisational transformation for the public sector. With a mission to become the supplier of choice for digital change, we tailor our solutions to fit the unique needs of our clients—focusing on empowering the people behind the technology. Our vision is to help organisations optimise their technical capabilities through the talent already within their teams. If you're passionate about making meaningful change with integrity, humility, leadership, and selflessness, we'd love for you to join us on this rewarding journey.

Role Overview

The primary focus of the **Accounts Assistant** is to maintain accurate financial records and support the day-to-day operations of the finance function. Working closely with the Directors and our accountant, the role covers a wide range of responsibilities including accounts payable and receivable, purchase ledger management, reconciliations, payroll support, and VAT preparation.

The following is a headline list of the type of tasking that the person in this role may be expected to lead / facilitate / support. This list is not exhaustive; rather an outline of responsibilities that may need ownership.

What you'll do:

Accounts Payable

- Reconcile supplier statements and resolve discrepancies.
- Prepare and process supplier payments in line with company policies.
- Process and accurately code supplier invoices.

Accounts Receivable

- Raise and distribute sales invoices to clients.
- Monitor debtor balances, chase overdue payments, and maintain aged debt reports.
- Accurately allocate customer receipts.

Purchase Ledger & Month-End

- Maintain the purchase ledger and ensure prompt posting of all entries.
- Assist with month-end close, including preparation of accruals and prepayments.

Reconciliations

- Complete monthly bank, credit card, and petty cash reconciliations.
- Reconcile key control accounts (e.g. debtors, creditors).



Expenses & Payroll Support

- Process employee expense claims in line with company policy.
- Assist with monthly payroll preparation and liaise with HR regarding staff changes.

VAT Returns & Compliance

- Prepare and reconcile accounts for quarterly VAT submissions, ensuring compliance with HMRC requirements.

General Finance Support

- Assist with month-end and year-end procedures.
- Provide ad-hoc finance and payroll support to the operations and HR teams.

What we're looking for

- Previous experience in a finance or accounts assistant role (ideally 2+ years).
- Strong understanding of accounts payable, accounts receivable, and reconciliations.
- Working knowledge of payroll processes and VAT compliance.
- Proficient in Microsoft Excel and accounting software (Xero experience preferred).
- Excellent attention to detail with strong numerical and organisational skills.
- Ability to manage competing deadlines in a fast-paced environment.
- Confident communicator with a collaborative, team-focused approach.

Qualifications

- AAT Level 2/3 (or currently studying) preferred but not essential.
- GCSEs (including Maths and English) required; further education in finance advantageous.

What we offer:

- Competitive salary
- Life Assurance, Private Medical Insurance, and Group Income Protection
- 28 days holiday (plus option to buy up to 2 extra weeks)
- Generous pension contributions with access to a personal financial advisor
- Car scheme available
- Hybrid and flexible working arrangements
- Beautiful central Cheltenham offices with parking, flexible workspaces, and comfy lounge areas
- Always-stocked fridge with drinks and snacks
- Fun, collaborative team culture with regular social events and parties
- Opportunities to grow with a generous annual training budget
- Amazing long-service benefits, including extra holiday, higher pension contributions, retention bonuses, and charitable contributions.

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