

## Accounts Assistant

**Location:** Winnersh, Berkshire (near Reading)  
**Job type:** Full-time  
**Job title:** Accounts Assistant  
**Department:** Finance  
**Reporting into:** Head of Finance

### The Company

Artesian is client relationship intelligence service which is changing the way B2B sales people work. We are in the business of saving sales people valuable time as well as making them look awesome, feel fully prepared and highly credible.

We help you find, engage and retain customers.

Artesian is a privately held, profitable company with around 200 large enterprise customers equating to 30,000 subscribers. Our customer satisfaction (CSAT) is 99.1% and retention rates are running at net positive. Artesian have strong financial backing from Octopus Ventures and Columbia Lake Partners and a seasoned team of Founders who have built numerous start-up's successfully in the past. Our Angel investors include Dr Steve Garnett (ex. EMEA Chairman of SFDC) and Stephen Kelly (ex. CEO of SAGE)

We are a talented team of c44 employees, headquartered in Winnersh, Berkshire. We are now seeking to hire an experienced Accounts Assistant to join our small Finance team. You will be a key member of this team as it develops providing support to the Head of Finance.

Check us out at <http://artesian.co>

### Profile of the role

As part of the Finance team you will work closely with the Head of Finance across all aspects of the Finance function. You will have responsibility for the accounts receivable and accounts payable functions in the UK and a small number of transactions in the USA, whilst also undertaking a number of other accounting functions including bank reconciliations and processing expense and credit card claims. You will also have the opportunity to become involved in Finance projects as the business develops.

We are more interested in your attributes, your intellect and your ambition than a vast amount of experience. You will be a self-starter that relishes the opportunity to take responsibility and accountability for your own success.

## **Key Responsibilities:**

- Accounts Payable including:
  - Coding and entering invoices
  - Ensuring invoices are correctly approved
  - Processing staff expense claims
  - Processing company credit card statements
  - Processing payment runs
  - Performing bank reconciliations on all Artesian's bank accounts
  - Reconciling supplier accounts
- Accounts Receivable including:
  - Processing sales invoices and receipts
  - Maintaining Artesian's sales order register
  - Reconciling customer accounts
  - Credit control – chasing outstanding debtors to make sure customers are paying on time
- Other general administrative support for the Finance team
- Input into adhoc project work on systems development

The above statements are a snapshot of the role and are not intended to be an exhaustive list of all duties and responsibilities required.

## **About the person:**

- Ambitious self-starter who takes responsibility and ownership for their own success
- Degree-educated or equivalent
- 2-4 years of Accounts Assistant experience (in an SME is a bonus)
- A good working knowledge of a company accounts function
- Good Excel skills
- Experience of Sage (or a similar accounting system)
- Progressing towards AAT, ACCA, CIMA qualification
- Entrepreneurial spirit or experience of working for a start-up/early stage company
- Team player, who upholds professional integrity at all times
- Desire to learn and develop
- Ability to work to deadlines and complete tasks
- Attention to detail and tenacity to resolve problems
- A flexible approach and can do attitude