

Want to help  
shape the moments  
that matter?

Acteon

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# Accounts Assistant

**We're looking for an exceptional person to join our award-winning team in central Cambridge to support the management of our finances. If you enjoy working with numbers as well as helping people and organisations flourish, then we'd love to speak to you.**

**Acteon** creates communication and learning to help people flourish. That means helping people to make better choices, work more efficiently, be safer, get up to speed faster, sell better, develop their professional skills – whatever it is that makes them, and their organisations, more successful.

We work with our clients to understand the specific objectives that underpin success, and then use communication and learning to drive the positive behaviour change that delivers them. Our solutions work because they are aligned with the context, culture and values of individuals and the organisation.

## Who we are and how we work

Acteon is a limited liability partnership, owned and led by four partners who are all active practitioners within the business. Our in-house team is sixty-strong and includes specialist consultants, designers and developers. Our accounts team includes one Director, Accounts Manager (p/t), Office Manager and Accounts Assistant (p/t). We are based in a delightful office in central Cambridge, close to the Grafton Centre and Midsummer Common.

We work in an informal structure and keep hierarchy and management to a minimum. It's a working style we really value but which requires colleagues to be mature, cooperative and self-directed. We pride ourselves on the great relationships we build with our clients, and our ability to exceed their expectations. That strength is rooted in quality – the quality of our work, and the quality of the working experience. We have a very strong reputation within our industry and have won multiple national industry awards.

## Key responsibilities of this role will include:

We are looking for a highly motivated Accounts Assistant on a part-time basis – 22.5 hours per week. They will work within our small, but busy, finance team at our Cambridge office. The typical tasks include but not limited to:

- Maintaining sales ledgers, processing and issuing sales invoices
- Maintaining purchase ledgers, processing supplier invoices
- Preparing draft supplier payment runs for approval
- Processing other bank payments e.g. credit cards, charges and interest
- Reconciling bank transactions as necessary
- Processing accruals and prepayments as necessary
- Taking part in team meetings and dealing with queries from other areas of the business
- Any other tasks as required from time to time

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The successful candidate will:

- Have a proven track record in bookkeeping with no less than 3 years experience
- Have good working knowledge of Xero accounting software
- Work within deadlines and under pressure
- Good IT Skills (Especially excel, word, outlook)
- Have excellent communication skills, being able to communicate confidently with internal and external clients
- Be disciplined and self-motivated
- Live in commuting distance of our Cambridge office.

### **What we offer**

We offer a salary of c. £28k - £32k pro rata and related to capability and experience, a contributory pension scheme, life assurance, dental plan, gym membership and 15 days annual holiday (plus bank holidays). In successful years we make bonus payments.

**If you think you're the person we're looking for, we'd love to hear from you. Please send your CV with a covering communication describing how your skills and experience match our needs.**

**No Agencies Please.**

### **Making your application**

To apply for this role, please send us:

1. Your CV.
2. A covering letter, briefly explaining your suitability for the role. Please state where you saw this post advertised.

Applications must be submitted by **18 November 2024**. Please send your application by post or by email to: [recruitment@acteoncommunication.com](mailto:recruitment@acteoncommunication.com)

Acteon, Burleigh House, 15 Newmarket Road, Cambridge, CB5 8EG.

Following review of the applications, selected candidates will be invited to our offices for an interview.

Acteon designs and delivers blended learning to help organisations flourish. We craft creative solutions that make a real and lasting change for our clients. We provide support for strategy & design, change communication, e-learning, blended learning, mobile, video, animations, workbooks, gamification, coaching tools and learning management.

Acteon is a multi-award winning agency with an international reputation for quality and innovation.

[acteoncommunication.com](http://acteoncommunication.com)

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