

Accounts Assistant

Logika Group

Location: London

Role Location

The role is full time and on-site, based in our London office (near Farringdon underground station) with some travel required to our other offices.

The Company

Logika Group is a leading independent environmental consultancy, underpinned by a growing team of experts in environmental policy, strategy, design, and assessment.

With offices in London, Bristol, Warrington, Brighton, Leeds and Belgium, Logika Group comprises four specialist sister companies: Logika Consultants, Air Quality Consultants, Noise Consultants, and Logika Europe.

Over the last 30+ years, we have achieved sustained growth and honed our provision of high-quality services, while securing a large volume of repeat business from satisfied clients. We were recognised as a 'top 25 leading player' in UK Environmental and Sustainability Consulting by Environmental Analyst.

We pride ourselves on being able to:

- Employ the best people to provide the highest quality advice
- Provide a personal service
- Deliver meaningful work to a high technical standard, which protects and improves the environment
- Design innovative cross-disciplinary solutions

With a proven track record of success, Logika Group has been involved with UK Government expert groups and European Commission working groups, provided expert evidence at Public Inquiries, and helped clients gain planning consent for thousands of projects.

Logika Group is underpinned by our values of **Community, Collaboration and Integrity** – developed by our staff members to reflect our shared principles, approach to our work, and positive company culture.

The Role

This successful applicant will report directly to the Assistant Management Accountant of Logika Group. The role will be varied, and will evolve as the successful applicant gains confidence and experience, but in the initial; phase of the role the responsibilities will include (but not be limited to):

- Assist with credit control, daily debt chasing and escalation process.

- Assisting with the migration to a new ERP & Accounts platform. Creation of procedure guides, data entry and validation.
- Support the team with general account queries, mailbox management and implementation of internal controls.
- Reviewing supplier and client statements – checking for accuracy.
- Assist with month end close duties, supervised by the Finance Director, ensuring that the accounts are closed accurately and in line with the reporting timetable.
- Month end duties will include:
 - Bank reconciliations.
 - Issuing client statements.
 - assisting in the supplier invoice process internally – ensuring accuracy of submissions and approvals.
 - capitalising fixed assets.
 - posting simple prepayments and accruals.
- Assisting colleagues with the client onboarding / risk assessment process.
- Provide support to the finance team with cash allocations and queries.
- Assisting the Finance Team with preparing monthly reports & Statements for review and distribution.
- Undertake any other duties as directed.
- We envisage that, subject to successful completion of probation and a meaningful contribution to the team during the first one to two years, this role may be approved for CIMA study support. This would include funding, additional study leave, as well as in-work mentoring and sponsorship.

Skills and experience required

- No previous finance experience is necessary, and it is anticipated that this would be the first or second step in the successful applicant's career path.
- Team player – able to roll sleeves up and help colleagues out at a moment's notice.
- Ability to demonstrate confidentiality and integrity.
- Excellent attention to detail.
- Proficient IT skills: (specifically competent in Excel – pivot tables, lookups, basic data modelling with a desire to further progress such skills).
- Positive, collaborative, “can-do” attitude.
- Well organised, able to multi-task and work hard when required.

Qualifications

- 5 GCSEs grades A*-C/9-4 or equivalent (including English and Maths).
- Higher Education / degree level education is desirable.

What we offer

We are a growing Group of companies that wants to do things differently, with an exciting future that will help you shape and realise your ambitions. You will have a great opportunity to work with a talented and dedicated team and be able to develop your career as the company grows.

Alongside a competitive salary, we offer a range of formal benefits and training, and development programmes to enhance employee satisfaction and professional development. These include, an enhanced pension scheme, private medical insurance, competitive annual leave entitlement which grows with length of service, additional annual leave purchase scheme, rail and bus season ticket loans, cycle scheme, group life assurance, staff training and CPD programme, employee recognition awards, social value programme and more.

Furthermore, we ensure we can support our employees through offering wellbeing programmes and policies that support individuals. These include flexible working, trained mental health first aiders, and readily available support through our Employee Assistance programme.

Logika Group's Equal Opportunities Policy is to ensure that no applicant receives less favourable treatment on the grounds of age, disability, gender, reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.

How to apply

Please apply using the application form on our website – www.logikagroup.com/careers
If you have any questions on the role and/or group, then send them through to careers@logikagroup.com.

Further information is available on our websites:

www.aqconsultants.co.uk | www.noiseconsultants.co.uk | www.logikaconsultants.co.uk
www.logikagroup.com