



Accounts Assistant Part-time, Permanent

Based: South Warwickshire

SPACE-2 is an award-winning creative property consultancy that specialises in sourcing, promoting and managing locations for a wide range of clients primarily in the film, TV and event production sectors. We focus on short-term property and creative environments and work with a wide range of property partners to deliver spaces for an ever-growing portfolio of clients.

When it comes to employing people we look for talented, proactive individuals, focusing on people's motivations and skills, to develop our team and create a more capable, sustainable and innovative business. We are looking for a part-time Accounts Assistant to work with our Group Accountant to carry out the following:

Bookkeeping support for SPACE-2 Limited, including purchase ledger

- Daily bookkeeping for smaller group companies including VAT returns and invoicing
- Bank reconciliations, credit control and chasing debts
- General office tasks, filing, data entry, answering phones etc.

You will be AAT qualified or studying towards it and ideally have experience with Xero but we are open to other accounts packages.

This role is 20 - 25 hours per week, we are flexible on how these are worked. The salary range is between £19,000 - £24,000 per annum pro rata depending on experience.

If you feel you have the right skills, experience and attributes to make a real difference to SPACE-2, please send your CV and covering letter explaining why you think SPACE-2 would be your ideal company to work for to recruitment@space-2.com.

For more details about our business please check out space2experience.com space2experience.com or and twitter [@wearespace2](https://twitter.com/wearespace2)

To apply for any position within SPACE-2 Limited you must be eligible to work in the UK. Please note that if you are offered a position or invited to attend an interview, you will be required to show evidence of your eligibility to work in the UK. Please ensure you are able to provide the documentation; a guidance sheet can be provided on request.

If you do not have the required documents as evidence of your eligibility to work, we advise you either not apply for this post or that a job offer may be retracted if we were unclear of your status prior to its offering, as we will not be legally able to employ you.