

# JOB DESCRIPTION

## ACCOUNTS ASSISTANT



<b>Job title</b>	Accounts Assistant
<b>Reporting to</b>	Finance Officer with oversight by CFO
<b>Job location</b>	Hybrid – Ipswich/Home Based – two days in Ipswich office
<b>Employment status</b>	Permanent, Full-Time

### CANDIDATE PROFILE

First and foremost, The DPO Centre is a service business. We look only to recruit proactive, motivated, enthusiastic, customer driven, commercially aware team players, who can clearly demonstrate a passion for what they do and therefore offer an ideal fit with our core values and culture.

To support our continued growth, we require a Finance Assistant to carry out a wide range of tasks within the finance department, so excellent communication and interpersonal skills are required. The role involves working with systems such as the Microsoft Office Suite, Xero, Scorio, and Hubspot.

You will need to be an enthusiastic team player who is well presented, articulate and has excellent written and verbal communication skills. You will have outstanding organising skills and have the capacity to manage and prioritise tasks received from multiple sources.

You will be highly computer literate with demonstrable experience of organising, prioritising and planning and have a keen eye for detail.

You must enjoy working as an integral member of our team but also be capable of managing your own workload to deliver high quality work that meets expectations and deadlines. We operate a relaxed, fun and sociable work environment, but with a constantly pressured workload where we remain resolutely focussed on delivering the highest possible standards of client service.

This role is based in our Ipswich office, with a balance of hybrid working.

### DUTIES AND RESPONSIBILITIES

- Accounts payable – accurately code and process invoices, ensuring appropriate approvals and timely scheduling on payment runs, in line with company policies and controls.
- Accounts receivable – prepare and issue sales invoices in accordance with client contracts, managing multiple billing structures and timelines with precision.
- Support with month and year-end close processes (e.g. journal preparation, accruals, prepayments).
- Respond to and resolve any first line client invoicing or accountant queries
- Conduct ongoing monitoring of the company's credit control position, ensuring timely and appropriate action and further escalation where necessary.
- Assist with incoming financial tasks from internal and external stakeholders
- Support with year-end audit preparation and provide supporting documentation where necessary
- Coordinate the shared accounts inbox and tirage/respond to any emails
- Contribute to the growth and development of the finance department within the business.

### CAREER PROGRESSION

- Accounts Assistant > Finance Officer > Part-Qualified Accountant > Qualified Accountant



## SKILLS AND EXPERIENCE



### Education and experience

- AAT qualification or equivalent.
- A minimum of 18 months' experience in a finance role
- Actively pursuing a recognised accounting qualification beyond AAT (e.g., ACCA, CIMA, ACA)



### Personal

- Ability to work independently yet also be a strong team player
- Excellent communication (verbal and written) and interpersonal skills
- The ability to maintain a high degree of confidentiality, trust and credibility
- Calm, controlled and resilient demeanour
- Open-minded and forward-thinking, with a willingness to embrace emerging technologies



### Required skills

- Adaptability whilst staying calm in high pressure scenarios
- Exceptional time management skills to manage your time and meet deadlines
- Excellent IT skills with knowledge of Xero, NetSuite and Microsoft Excel
- Highly organised, structured and disciplined, with great attention to detail
- Excellent written, verbal and non-verbal communication skills
- The confidence to propose new and improved processes and effect positive change



### Advantageous skills

- Knowledge of the GDPR and UK Data Protection Regulations

## COMPENSATION & BENEFITS

£28,000 per annum

In addition, we provide a range of fantastic benefits, including those listed below. Details of the full range of benefits will be provided separately.



Professional Membership and Training Funds



Holiday Buy/Sell Scheme



Wellbeing Resources



Working Abroad Scheme



Remote/Hybrid Working



Maternity and Paternity Leave & Pay



Electric Vehicle Scheme



Bank Holiday Swap Scheme

## ABOUT US

The DPO Centre group, operating as part of Axiom GRC, is a multi-national data protection compliance consultancy formed in the UK in 2017.

We have provided outsourced Data Protection Officers (DPOs), privacy consultancy services, and GDPR Representatives to over 1000 organisations globally. The DPO Centre Canada Inc. is the most recent addition to The DPO Centre group of companies, which also consists of The DPO Centre Ltd in the UK, The DPO Centre Europe Ltd in Dublin, and The DPO Centre Netherlands B.V in Amsterdam, together with a network of representation offices throughout the 27 EU Member States.

Further details on The DPO Centre and our global team can be found at [www.dpocentre.com](http://www.dpocentre.com)

## OUR CULTURE

Fundamental to The DPO Centre's culture is our #OneTeam philosophy:

**'To inspire and develop one remarkable team that delivers the extraordinary'**

Contact with other members of our various teams will be frequent, as will the opportunities for team social activities. Our mission is to nurture talent and empower individuals. We believe in constantly improving our processes and the best practice framework we employ with our clients. Sharing knowledge and experiences is a vital part of our culture and ensures you will quickly become part of our motivated, sociable, and connected team. It's an essential aspect of our culture and also helps new recruits to quickly become part of our supportive and interconnected community.

We strive to be a team that doesn't just keep up, we set the pace.

## OUR PEOPLE

Within The DPO Centre family we have bakers, skaters, bike riders, walkers, avid readers, ultra-runners, budding photographers, musicians, and keen travellers. Our team comes from all corners of the world, including New Zealand, Poland, Mauritius, Mexico, South Africa to name but a few.

Please see for yourself and meet everyone on our team page.

[TEAM PAGE](#)

## WHY JOIN THE TEAM?

Our offer to you is the opportunity to work in a dynamic and varied role within a structured team of like-minded and motivated professionals.

The data privacy industry is rapidly evolving, so this role will involve working on projects that encourage continuous professional growth and innovation.

We are committed to empowering everyone in our **#ONETEAM** with the knowledge and opportunities to positively impact attitudes, behaviours, and legislation for the benefit of future generations.

## HOW TO APPLY



Submit your interest by completing the application process via the link provided.  
For any queries, please contact us at [recruitment@dpocentre.com](mailto:recruitment@dpocentre.com)



See our Candidate Recruitment Privacy Policy for full details of our data collection for vacancy applications.

[RECRUITMENT CANDIDATE PRIVACY NOTICE](#)

