

ROLE DESCRIPTION

Accounts Assistant

Contract:	Full-time, permanent, 35 hours per week
Location:	30 Bedford Square, London, WC1B 3EE
Reports to:	Transactional Accounts Manager
Salary range:	£29,000 per annum

Edconic

Edconic partners with prestigious companies to deliver relevant, experiential learning programs taught by industry experts from the world's best brands. The Edconic portfolio currently includes Sotheby's Institute of Art, The School of The New York Times, Vogue College of Fashion, Manchester City Sports Business School and WIRED Education. Our academic programs range from pre-college to master's degrees with campuses in New York, London, Madrid and Online, and partnerships in Seoul and Beijing.

Job Purpose

Edconic is looking for an Accounts Assistant to join a busy transactional accounts team overseeing AP and AR for Sotheby's Institute of Art, Vogue College of Fashion and Manchester Sports Business School.

The post holder will provide administrative support for the day to day running of the accounting team with a pro-active 'can-do' attitude and commitment to accurate delivery of payment runs and recording income. They will process transactions such as purchases, expenses, and income promptly, and engage with colleagues and students as the first point of contact for AP and AR.

Strong analytical and numerical skills are essential, as well as a keen eye for detail to assist senior members of the team and ensure on-time payments and minimal debt. The post holder must have the ability to learn quickly and work effectively and collaboratively in a team of four to deliver excellent service.

Key Duties and Responsibilities

Accounts Payable

- Process invoices and expenses from staff and suppliers, using Sharepoint, Concur and Microsoft Dynamics checking they are properly documented and authorised for payment and meet financial, policy and data security requirements.
- Ensure payment is in line with supplier credit terms.
- Answer questions from clients and suppliers over the phone and via email promptly and proactively resolve issues or escalating where appropriate.
- Raise foreign currency and priority payments as required using Convera.

- Process remittances.
- Provide aged payables report to Finance Manager at month end for review.

Accounts Receivable

- Accurately record daily banking and income using payment portals and deferred revenue schedules, and update student information systems.
- Generate and issue tuition fee invoices to students and follow-up reminders.
- Check for overdue accounts and connect with students regarding unpaid debts. Communicate with students by email and telephone about their financial obligations and support students in navigating ways to pay.
- Prepare documentation for refunds.
- Liaise with other departments and the Student Loans Company system in respect of queries from students regarding fees and payments.
- Provide aged debtors report to Finance Manager at month end for review.

AP/AR Transactional Support

- Act as first point of contact for AR and AP transactions.
- Deliver accurate data entry and record maintenance, checking for errors and omissions.
- Navigate student records in Salesforce and student information systems.
- Contribute to audit and accounts preparation.

The above statements are intended to describe the general nature and level of work being performed by an individual undertaking this position. They are not intended to be an exhaustive list of all duties and skills, and the post holder will be required to undertake such tasks and responsibilities as may be reasonably be expected within the scope of the post.

Person Specification

Essential Skills & Experience

- GCSE in English Language and Mathematics at grade B or above (or equivalent)
- Educated to A level or equivalent qualification
- Good understanding of the principles of bookkeeping including purchase and sales ledger processing
- Excellent IT skills, including good working knowledge of Word and Excel
- Experience within a similar accounts / finance assistant role
- Ability to demonstrate excellent organisation skills, prioritise workload and meet deadlines
- Self-motivated and able to work from own initiative
- High level of accuracy with attention to detail
- Ability to operate as part of a team
- Excellent written and verbal communication skills

Desirable Skills & Experience

- Minimum of 1 year's relevant experience including handling high volumes of transactions
- Working towards a recognised UK accounting qualification (ACCA / CIMA / AAT)
- Working knowledge of Microsoft Dynamics and Salesforce
- Experience of working with MS Teams

Application Process

Please complete an [online application form](#). You will be required to upload your CV and cover letter to your application, demonstrating your interest in this position and how you meet the person specification. CVs without a covering letter will not be considered.

The closing date for applications is midnight on Monday 6 April 2026. Please note that applications will be considered on receipt, and we reserve the right to close the post early.

Benefits of working for Edconic include:

- 25 days annual leave plus up to 4 days additional discretionary leave during the Christmas period
- Option to purchase an additional 5 days annual leave on a salary sacrifice basis
- 2 discretionary Company Global Celebration Days
- 24/7 access to an Employee Assistance Programme
- Access to any course within the Edconic online course portfolio free of charge (subject to eligibility)
- Employee and family discounts on all Edconic courses
- Volunteering days
- Life insurance
- Discount for gym membership
- Access to a comprehensive e-learning platform
- Hybrid working