

Accounts Assistant

Leeds Business Improvement District (LeedsBID)

Basics

- Part-time, permanent role – 2 days per week
- Pension, company health scheme, 25 days per year holiday plus bank holidays (FTE)
- Based in Leeds city centre
- Salary £27,300 FTE

We are the largest BID outside of London and well established in our third term. Due to growth in the team, we are seeking to recruit an Accounts Assistant who will support the Management Accountant with day-to-day financial operations. If you are methodical, accurate, and proficient in Excel and Xero we would love to hear from you.

Role

- Process purchase invoices, allocation to PO's
- Credit Control
- Assist with accounts payable and receivable
- Support with both month and year end processes
- Respond to related queries
- General admin support to finance team
- Issue statements
- Handle account queries via phone and email in a professional and timely manner.
- Provide general office support as required

Essential Requirements

- Strong IT skills, particularly Excel
- Knowledge and experience in accounting software – Xero
- Strong attention to detail and accuracy
- Discretion when handling confidential financial information
- Experience in a similar finance role
- Able to work efficiently and independently

Closing Date: 10.11.2026