TAB l Job specification l Accounts Assistant

Job title:	Accounts Assistant
Company:	TAB London Limited
Reports to:	Management Accountant
Job description	TAB is looking for an accounts assistant with the desire to succeed as an accountant, to join our growing team. This position would be suited to an individual currently studying or with a desire to study AAT, but this is not essential.

Candidates should note that this list is not exhaustive and the duties are liable to change from time to time in line with the needs of the company.

Key purpose:	1. Processing and payment of invoices 2. Expense/credit card processing and reporting 3. Cash book bank reconciliations 4. Daily transaction reconciliations using Xero accounting software 5. Supporting the preparation of monthly management accounts ie posting journals onto the system 6. Supporting the finance team with any other accounting activities 7. Actioning incoming communications and requests to the accounts email address 8. Administrative tasks, such as correspondence, filing and printing 9. General maintenance of the loan book using our bespoke platform 10. Production of completion and redemptions statements as requested

Key values:	These **key values** are what TAB believes to be right and what build up our core identity. How these will be demonstrated in the role:
Trust	We are **reliable** and we look after our customers' money. We are **consistent** with what we say and do. We are **educational** which shows we have a knowledgeable and intelligent team.
Transparent	We have **open and honest communication** with all parties, both externally (including borrowers, brokers, investors and lawyers) and internally (employees and colleagues).
Personal	We **go the extra mile** to provide a **best in class service** to our customers. We understand who our customers are and we ensure our products and information resources are **relevant**.

Efficient	We can **turn around deals quickly** as we know what works and what our customers want. We **stick to our timelines** and stay ahead of our competitors. Our speed and efficiency do not mean we lose sight of the finer details.
Innovative	We have **innovative ideas and opinions** which keeps us relevant to the market. We **add value** to our customers on both the lending and investing sides of the business. Our experience coupled with our innovative approach allows us to consider all types of projects. We are innovative in the way we use our technology and resources. **We are a small team but we accomplish large tasks.**

About TAB:	Founded in early 2018, TAB is a leading provider of short-term finance and property investment solutions. With a focus on bridging loans and development finance, we empower borrowers to access capital by securing it against UK property. Our bespoke platform, the TAB Market, offers a range of investment products to property investors, providing an opportunity to invest in UK real estate, regardless of their prior experience and at much lower financial entry points. Our offerings include TAB Lending, a bridging loan investment product, and TAB Property, an innovative fractional ownership solution. At TAB, we are dedicated to evolving and providing innovative investment opportunities that deliver a solid rate of return for our investors. Currently located in Borehamwood.