

Accounts Assistant

Job description

Purpose Summary

The Accounts Assistant, is responsible for the management of the company purchase ledger and payments from the bank, ensuring that the profitability of the business is maximised.

The key areas of responsibility for the Accounts Assistant include:

- Financial
- Administration
- Customer Service
- Knowledge
- Teamwork

Principal Responsibilities

Financial

- To code and post supplier invoices to the Creditors Ledger and ensure costs and overhead charges are accurately recorded and kept up to date and allocated to the correct Department, Product Code and Budget
- To be responsible for managing the purchase ledger, ensuring invoices are accurately recorded and payments are timely.
- To obtain approval for payment and arrange payments by cheque or BACS so that payments are properly authorised, evidenced, timely and accurately recorded.
- To match invoices from suppliers with purchase orders, to ensure prices and costs are agreed in advance.
- To prepare & set up cash book payments (HMRC, treasury deposits, emergency payments, advances, refunds etc.) for authorisation and make funds transfers as required to ensure high levels of customer service (within cash flow limits).
- To assist with Bank Reconciliation and prepare Cash Book postings / JNLs to ensure management cash and bank balances reported to management are accurate and up to date.
- To monitor and analyse credit card expenditure and ensure it conforms to company policy and is subject to financial Control.

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- To work closely with the Expenditure Accounting Manager at month end to ensure that monthly accrual reporting is produced, cost variances arising from PO purchasing are investigated and accurate information provided for management reporting purposes.

Administration

- To download Bank Statements each day for distribution to Credit Controllers to ensure timely identification and posting of cash receipts.
- To assist other accountants and provide information and analysis as required and to ensure information maintained is accurate and up to date.
- To identify opportunities to improve processes to maximise efficiency and accuracy and reduce risk.
- To ensure that all processes are documented and stored centrally to improve company information and ensure that cover can be provided for role.
- To be responsible for carrying out analysis and reporting as required supporting the requirements of the Finance team.

Customer Service

- To provide professional and effective services to internal and / or external customers, to meet customer expectations, particularly in terms of Quality and Timeliness in line with departmental standards, procedures and guidelines.
- To communicate courteously with internal and / or external customers by telephone, email and fact to face, building positive relationships, investigating, responding to and progressing issues and queries to a successful conclusion at the earliest time.
- To speak positively and enthusiastically about the company and its products and services to ensure that a professional company and brand image is provided at all times to customers and colleagues.

Teamwork

- To work as part of a team to achieve the departmental standards.
- To work together with other departments and divisions within the organisation to identify any process improvements and improve standards, efficiency and profitability.

Knowledge

- To ensure that a good level of understanding and knowledge of organisations products and services, which is improved and maintained at all times, ensuring that customer queries can be dealt with accurately and appropriately and supported by the department.
- To take responsibility for own personal development in line with agreed annual performance objectives and agree training requirements.
- To be willing to listen to and support colleagues and team members with professional problems, devoting time to impart expertise, infusing confidence and expressing positive expectations regarding the team's and company's performance.
- Such other duties as the management may from time to time reasonably require.

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Reporting

Department: Finance

Location: Bourne End

Reports to: Group Financial Controller

Responsible for: N/A

Key Interfaces

Dealing with both internal and external customers, including suppliers and bankers in relation to invoices, payments and transfers and Causeway staff in relation to requisitions and Purchase Orders. Assisting Group Finance function.

Dimensions / Budgets

The department consists of approximately 12 staff . Company turnover £16m. The department deals with all finance activities, sales invoices and orders, including ALF, ILF and PS invoices, purchase invoices, Journals, bank receipts and payments, expense claims, payroll, accounting ledgers etc for the whole company. A key objective is to maintain and improve accuracy of underlying records.

Knowledge, Experience and Qualifications

AAT qualified with experience of Accounts Payables, Bank reconciliations and Ledgers in a multi-company environment. Ideally experience of preparing accounting schedules / journals .

Knowledge of accounting practice. Comfortable working under pressure and to deadlines.

Inquisitive problem solving mind with good general administration, planning, organising and time management skills.

Proficient use of the most common Microsoft applications including knowledge of Excel to analyse data.

Good team working, communication skills and interpersonal skills.

Ability to collate, analyse and present information and to work with people.

This job description describes the principal purpose and main elements of the job. It is a guide to the nature and main duties of the job as they exist currently, but it is not intended as a wholly comprehensive or permanent schedule and is not part of the contract of employment.