

JOB DESCRIPTION

JOB TITLE: Accounts Assistant
REPORTING TO: Accounts Payable Team Leader
WORKING HOURS: 9-5.30 Monday –Friday

DUTIES AND RESPONSIBILITIES

The role will be based in the Finance Department at our Sunbury Office, reporting to the Purchase Ledger Team Leader. The Accounts Assistant will be on hand to assist the Accounts Payable and Finance Team with duties as set out below.

PURCHASE LEDGER

- Loading invoices both against PO and direct to GL code
- Reconciling statements
- Looking into invoices in query
- Assisting in the payment run
- Looking after supplier key accounts and making the necessary payments
- Setting up ad hoc payments as and when required
- Monitoring the Accounts Payable email box
- Bank reconciliation for all companies for sickness/holiday cover
- Checking payments created by others prior to authorisation
- Checking and posting batches created by others
- Assigning serial numbers for some posted invoices
- Obtaining approvals where required for invoices
- Filing and Archiving

SKILLS REQUIRED

- Have a good understanding of Excel
- Knowledge of Microsoft Dynamics GP would be useful
- Hardworking
- Accurate and good attention to detail
- Work using their own initiative
- Must be able to work on their own and as part of a team
- Organized and methodical approach to work
- The ability to work to deadlines