

Job Description – Accounts Assistant

Purpose of role: To provide support to the Financial Controller and Finance Managers

Role activities / responsibilities

The role is to ensure the integrity of the accounts; enhance the internal control controls over the business.

The key responsibility is to support the Finance Manager, to aid the preparation of timely and accurate management information for the Board and senior Managers in order to inform commercial and strategic decision making.

Key responsibilities include the assistance of:

- Input of Purchase Ledger Invoices
- Input of Sales Ledger Invoices
- Processing Payments/Receipts
- Bank Reconciliations
- Credit Control
- Journal Postings
- Dealing with Customer/Supplier requests
- Maintain/facilitate Finance queries
- Liaise with other teams

You will be:

- [AAT Qualified or working towards the qualification](#)
- Skilled in finance systems, SAP ideal;
- Ambitious to progress your career;
- Energetic and focussed;
- Driven and results orientated with a desire to achieve;
- A problem solver with great attention to detail;
- Good communication skills with the ability to speak to others in the business at all levels and deal with queries from external parties e.g. suppliers;
- Strong Microsoft Office skills, in particular with Excel;
- Willing to throw yourself into a varied and busy role;
- Flexible in your approach to managing your workload around busy periods and key deadlines.

Salary and benefits

- Training and development, supporting your career pathway;
- Competitive salary
- [22 days holiday plus 8 bank holidays](#)
- [Staff discounts](#)

Salary: £23,000 - £27,000