**Job Description**

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| **Job Title:** Accounts Assistant – Purchase Ledger (Maternity Cover – 12 months)  **Reporting To:** Financial Accountant  **Job Purpose**: To undertake responsibilities the Accounts Assistant roles within the Finance dept. |
| **Responsibilities to include**   * Processing of invoices and payments on the Sales Ledger / Purchase Ledger * Posting and coding of entries to the GBP and EUR cash books * Preparation and posting of journals at month end to assist the Financial Accountant. * Process the month end for the sales ledger / purchase ledger on our financial software, and produce a variety of reports * Prepare and create supplier payments * Investigate supplier / customer queries as required. * Create new accounts and undertake due diligence. * Perform timely reconciliations on a regular basis * Handle calls/correspondence from our customers and suppliers. * Work closely with the Financial Accountant and release supplier payments on instruction * Perform balance sheet account reconciliations * Strive to improve the efficiency of the role’s processes, making suggestions and use of IT where appropriate * Part of the pool to cover reception for daily lunch hour, and during periods of sickness and holidays * Other appropriate tasks as determined by the Financial Accountant |

**PERSON SPECIFICATION**

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| **Job Title:** Accounts Assistant   |  |  |  | | --- | --- | --- | | *Criteria* | *Essential* | *Desirable* | | Knowledge | * GCSE pass or equivalent Maths & English | * Higher Education or Professional qualifications | | Relevant Experience | * Experience of a Sales Ledger, Purchase Ledger or Accounts Assistant role * Experience of multi-currency ledgers * Extensive experience of MS Office software, especially Excel | * Experience from within a manufacturing environment * Previous experience of a bank’s online banking facility * Experience of an invoice discounting facility * Previous experience of using ERP software | | Skills & Competencies | * Evidence of effective planning, organisational and time management abilities * Excellent communication skills both written and verbal * Able to perform customer/supplier reconciliations to ensure accurate accounts * Ability to work to deadlines and prioritising workloads | * Ability to confidently engage with employees, from shop floor to Manager to Director level * Demonstrate use of own initiative | | Circumstances | * Able to work flexibly as required to meet business needs |  | |
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