**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
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**PERSON SPECIFICATION**

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| **Job Title:** Accounts Assistant

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| *Criteria* | *Essential* | *Desirable* |
| Knowledge | * GCSE pass or equivalent Maths & English
 | * Higher Education or Professional qualifications
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| 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
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| 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
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| Circumstances | * Able to work flexibly as required to meet business needs
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