**/ Job Description**

|  |
| --- |
| **Job Title:** Accounts Assistant (Purchase Ledger)**Reporting To:** Financial Accountant**Job Purpose**: **To facilitate the efficient processing of invoices and payments as required** **by our busy finance department** |
| **Responsibilities to include*** Processing of invoices and payments on the 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
* Prepare multi-currency bank reconciliations’
* 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
* Other appropriate tasks as determined by the Financial Accountant
 |

**PERSON SPECIFICATION**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Job Title:** Finance Assistant

|  |  |  |
| --- | --- | --- |
| *Criteria* | *Essential* | *Desirable* |
| Knowledge | * GCSE pass or equivalent Maths & English
 | * Higher Education or Professional qualifications
 |
| Relevant Experience | * Experience in a similar finance role – minimum one year
* Experience of MS Office software.
 | * Experience in a manufacturing environment
* Previous experience of a bank’s online banking 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 prioritise workloads
 | * Ability to confidently engage with employees/managers at all levels
* Demonstrate use of initiative
 |
| Circumstances | * Able to work flexibly, on an occasional basis, to meet business needs
 |  |

 |
|  |