**/ 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 |  | |
|  |