**JOB DESCRIPTION**

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| **Date of Job Description:** | **October 2017** |

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| **JOB DETAILS****Post Title: Accounts Assistant****Location: Whitchurch/ Andover****Hours:** 21 Hours per week to be worked over 3 days to include Wednesdays and Fridays**Reports to: Management Accountant –** but supervised on daily basis by the – Senior Accounts assistant  |

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| **JOB PURPOSE** Provide support to the Management Accountant and Senior Accounts Assistant to ensure the smooth and efficient running of the accounts function  |

**QUALIFICATIONS, EXPERIENCE, ETC**

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| **Experience** |
| Essential: | Purchase Ledger & Bank PaymentsSales Ledger & Credit ControlCashbook |
| Desirable: | Wages and running a weekly payrollPensionWorking with a purchase ledger linked to a manufacturing systemExperience working in a SME |

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| **Knowledge** |
| Essential  | Bookkeeping experience in an SME using a computerised system likely to be around three years |
| Desirable | SAGE Accounting softwareSAGE Payroll SoftwareIntermediate Excel skills |

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| **Skills** |
| Essential  | * Ability to develop effective working relationships
* Excellent and varied IT skills
* High degree of integrity and confidentiality
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| Desirable |  |

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| **Attributes** |
| Essential | * Self-motivated and happy to work under own initiative
* Able to maintain attention to detail throughout all tasks
* Positively assertive and confident communicator
* Willingness to learn and act as part of a team
* Excellent organisation and time management skills
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| **KEY TASKS:**  |
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| * Payroll - Process the weekly and monthly payroll including timesheets
* Pension - Generate report and upload to pension website
* Monthly bank reconciliation -Reconcile all the bank accounts to Sage 200
* Purchase Ledger - Ensure all invoices are on Sage for month end to be included in payment run, check against statements that we have all invoices
* Sales Ledger – Raise invoices / credit notes, issue monthly statements
* Cash book – update from bank and reconcile monthly
* Cashflow – maintain and forecast regularly
* Credit control
* Payment run
* Credit card
* Subcontractor payments
* Expenses
* General Administration
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| **COMMUNICATIONS AND WORKING RELATIONSHIPS:** |
| * Internal
 | * Management Accountant
* Accountant
* Internal Management
* All Staff
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| * External
 | * Customers
* Suppliers
* Government Agencies
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**CONDITIONS OF SERVICE:**

**Probationary period** - both temporary and permanent appointments subject to a probationary period of 26 weeks. At the end of this period, subject to service being satisfactory, permanent employment will be confirmed if any. Please refer to the Probationary policy.

**Health and safety** – to take reasonable care to promote a healthy working environment and safe working practices in accordance with Health and Safety Policy. As an employee, there is a requirement under section 7 of the Health and Safety At Work Act 1974 to take reasonable care for your own health and safety and that of others who may be affected by your acts or omissions at work

**JOB DESCRIPTION AGREEMENT**

**Post holder’s signature:**

**…………………………..............................................................Date: .....................**

**Line Manager Signature:**

**....................................................................................Date: ………............**