

Job Description

Accounts Assistant

Location:	Home/Office	Department:	Finance
Level:	Team Member	Line Manager:	As specified by contract

Primary Purpose and Function

To assist in the effective running of a busy accounts department through the day to day delivery of its accounting processes.

Key Accountabilities

- To complete administration duties to support the smooth running of the department and deliver accurate, timely completion of ledgers to meet monthly deadlines.
- To accurately post transactions to the Finance System.
- To maintain a relationship with Business Partners in order to ensure accurate information and documents are sent and received.
- To add recoverable costs to individual claims by obtaining invoices from Business Partners ensuring all invoices are included and reconciled.
- To reconcile the vehicle write off profit share and recoverable costs ensuring correct posting into Sun Systems.
- To ensure that all repair invoices are appropriately approved and paid in a timely manner
- To provide ad hoc management accounts reporting analysis.
- To ensure that the In-House system data is in line with the Finance system.
- To set up payments via our Banking application.
- To perform bank reconciliations and deal with any queries which may arise from this.
- To carry out ad-hoc duties as required.
- Observing and complying with GDPR.
- To achieve objectives and targets set.
- Carry out reasonable tasks as requested by your line Manager.

Personal Specifications

- An accountancy or business related qualification would be desirable but not essential
- Experience of working in a finance department
- Intermediate computer knowledge with the ability to learn new accounting software
- Experience of working with and effectively using Microsoft Excel
- Good verbal and written communication
- Ability to interact with others
- Possess a professional telephone manner
- Customer focused

- Logical thinker with excellent attention to detail
- Ability to organise self and work to meet set deadlines.
- Demonstrate behaviour in line with Company values; Inspired to Innovate, Always Respectful, Fully Accountable, Delivering Delight.