

Job Description

Accounts Assistant

Location: Home/Office	Department: Finance
Level: Team Member	Line Manager: Sales Ledger Supervisor

Primary Purpose and Function

To assist in the effective running of a busy Sales Ledger section of the finance department through the day to day delivery of its accounting processes.

Key Accountabilities

- To complete administration duties to support the smooth running of the Sales Ledger department and deliver accurate, timely completion of ledgers to meet monthly deadlines.
- To take payments from clients accurately and efficiently via various methods
- To send various documents to clients for the different Sales Ledger areas using Mail Merge
- To communicate with both internal and external customers via the telephone and email
- To deal with basic accounts queries, including maintaining excel spreadsheets
- 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

- Demonstrable experience of working in a finance department completing a similar role
- Intermediate computer knowledge with the ability to learn new accounting software
- Experience of working with and effectively using Microsoft Excel / Word
- Good verbal and written communication
- Ability to interact with others and work as a team
- Possess a professional telephone manner
- Customer focused
- Logical thinker with excellent attention and eye for 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