

## **Job Description**

Department: Finance

Job Title: Accounts Assistant

Responsible to: Finance Manager & Financial Controller

Responsible for: N/A

### **Job Overview:**

#### **Key Responsibilities and Duties:**

- Preparing weekly supplier payment runs
- Monitoring PayPal/credit card accounts assigned to customer accounts
- Reconciling the bank and PayPal accounts monthly
- Prepare and send monthly commission statements for external sales reps
- Monitoring and updating customer discount price lists
- Reconciling Sales Reps monthly expenses sheet
- Sending Statements to Customers
- Reconciles petty cash monthly
- Import customer receipts onto Sage for Worldpay and web orders
- General admin duties when necessary
- Cover purchase ledger clerk when necessary
- Any other duties as and when reasonably requested by the management team

#### **Key Performance Indicators:**

- Ensuring the accounts and petty cash is accurate and monitored correctly
- Importing and recording customer receipts efficiently
- Ensuring the expenses for Sales Reps are dealt with in a timely manner
- Ensuring the bank and other accounts are reconciled monthly

#### **Essential Skills, Knowledge and Qualifications**

##### **Essential Skills:**

- Have an excellent attention to detail
- Familiar with Microsoft packages
- Good written and spoken English
- Professional telephone manner
- Computer literate
- Good communication skills

##### **Knowledge:**

- Have a good knowledge of Sage 50 accounts

**Qualifications:**

- Be AAT qualified or part qualified
- Have a minimum Grade B GCSE (or equivalent) in Maths and English

**Person specification:**

- Be reliable and trustworthy
- Be flexible
- Able to work as part of a team
- Willingness to learn
- Be organised

**Please note, this Company reserves the right to vary the content of this job description at its discretion in circumstances where such variation is in the interests of improving the efficiency of the business.**