

JOB DESCRIPTION & PERSON SPECIFICATION

Job Title:	*Accounts Assistant
Department/Location:	*Finance at Head Office in Preston
Responsible to:	*Accounts Supervisor
Salary:	*£18,000 - £21,000 pa
Hours of work:	*40 hours (Monday-Friday)
Main Purpose:	*We are looking to recruit a good all round accounts assistant to be based at our head office in Preston. The ideal candidate will be excellent at multi-tasking, have strong organisational skills and existing accounts experience. The successful candidate will work closely with the Accounts Supervisor and other accounts staff in ensuring all the financial records are maintained up to date including purchase ledger, sales ledger, nominal ledger, bank accounts and VAT returns.

Principal Duties and Responsibilities

- Sales ledger, cash allocation, statement reconciliation
- Setting up and maintaining accurate ledger customer accounts
- Producing sales invoices
- Chasing outstanding debts
- Preparation of VAT returns quarterly
- Supporting and assisting with the credit control process
- Assistance in the preparation of the monthly management accounts
- Any such duties that may be required.

Key Competence Requirements

- Work autonomously and have a flexible approach
- Professionalism
- Able to prioritise workload and be comfortable making decisions
- Self-motivated and trustworthy individual
- Effective time management skills
- Team player

Experience and/or Qualifications.

Essential :

- Level 2 or 3 AAT qualification or equivalent
- Proficient user of Microsoft programs
- Proven experience in a bookkeeping/accounts environment

Desirable :

- Microsoft Dynamics NAV or any other accounting software

Under compliance with the Data Protection Act 1998, completing this form is taken as authority for the information to be used within our HR processes, systems and procedures.