

JOB DESCRIPTION

Job Title: Accounts Assistant	Department: Accounts
Reports to: Financial Controller	Start Date: tbc
<p>Job Purpose: To provide key administration support to all members of the accounts team.</p> <ul style="list-style-type: none"> • Posting of daily invoices and distribution of the same • Coding of all invoices to nominal ledger or VSB's • Accurate filing of all invoices • Reconciliation of supplier statements • Providing copy invoices where required • Accurate posting of cheques to number 2 account • Daily reconciliation of number 2 account • Daily reconciliation of number 2 account to nominal ledger • Dealing with any incoming accounts office calls • General accounts administration 	
<p>Required competencies:</p> <ul style="list-style-type: none"> • Attention to detail • Ability to multitask • Problem solving • Organisational and administration skills • Excellent interpersonal skills • Ability to build rapport with all internal staff and customers • Excellent telephone manner • Able to work on your own initiative 	
<p>Required experience:</p> <ul style="list-style-type: none"> • None 	
<p>Computer skills:</p> <ul style="list-style-type: none"> • Microsoft Office particularly Excel 	<p>Specific knowledge:</p> <ul style="list-style-type: none"> • Some basic accounts knowledge useful but not essential for this entry level role
<p>Language skills:</p> <ul style="list-style-type: none"> • English: Fluent 	<p>Education:</p> <ul style="list-style-type: none"> • GCSE English and Maths or equivalent