

Job Description

Accounts Assistant

Location: Coleshill	Department: Finance
Level: Team Member	Line Manager: Cash Team Supervisor

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 general admin duties to support the smooth running of the department and deliver accurate, timely completion of ledgers to meet monthly deadlines
- To work within the team to process cash received within to the In-house system
- To accurately post transactions to the Finance System
- To perform reconciliations between the In-house and Finance Systems
- To liaise with other departments to ensure cash is allocated in a timely manner and assist with any queries that arise
- To manage the petty cash with other Cash team members and assist in the monthly reconciliation
- To work within a team to prepare the daily banking
- To deal with basic accounts queries, including maintaining excel spreadsheets.
- To carry out ad-hoc duties as required by the Cash Team Supervisor
- 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