

Job Description

Accounts Assistant

Location: Coleshill	Department: Finance
Level: Team Member	Line Manager: Ledger Accountant

Primary Purpose and Function

To assist the Ledger Accountant in the effective running of the department through the day to day delivery of the accounting process

Key Accountabilities

- To complete administration duties to support the smooth running of the department and deliver accurate, timely completion of ledgers to meet monthly deadlines.
- To accurately post transactions to the Finance System.
- To prepare payment forecasts weekly for Credit Repair payments
- To prepare weekly payment runs for Credit Repair and answer queries from bodyshops, and issue Credit Repair payments on a weekly basis.
- To prepare and issue monthly Credit Repair Commissions Rebates
- To provide Reporting analysis.
- To ensure that the In-House system data is in line with the Finance system.
- To deal with general accounts queries.
- To provide cover and assistance to other payables roles within the team.
- To support the identification of gaps in systems, processes and training requirements and agree a course of action with Management.
- Ensuring good relations and communications with all key stakeholders
- 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
- Ideally previous experience of working within a Finance department completing a similar role
- Proficient IT skills with intermediate knowledge of Microsoft Word and Excel and the ability to learn new accounting software
- The ability to prioritise recognising importance and urgency and work to meet set deadlines
- Ability to work on own initiative and remain calm under pressure
- Decisive multi tasker who can problem solve

- Excellent verbal and written communication skills
- Ability to interact with others
- Possess professional customer service skills
- Customer focused
- Logical thinker with excellent attention to detail
- Demonstrate behaviour in line with Company values; Inspired to Innovate, Always Respectful, Fully Accountable, Delivering Delight.