



# Job description

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**Job title:** Accounts Assistant  
**Reporting to:** Senior Accounts Administrator  
**Hours of work:** 0900hrs to 1700hrs - Mon-Fri (35 hrs per week)  
**Directorate:** Finance

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## Purpose of the job

Responsible for maintaining the Purchase Ledger and assisting with other duties as required.

## Scope

To be part of a small team providing a comprehensive finance support service across the whole of the Authority.

## Main activities

### Core responsibilities

- Primary responsibility is for the Purchase Ledger.
- A large volume of invoice processing.
- Preparation and month end procedures.
- Maintaining the register of purchase orders and supplier invoices.
- Analysis of invoiced costs to nominal ledger cost centers.
- Payment of supplier invoices; data input, running payments and pricing goods received notes.
- Undertake account reconciliations month end procedures.
- Carry out additional responsibilities providing cover for Sales Ledger activities including maintaining daily shipping records, credit/invoicing, credit control, cash batching, and month end processing.
- Supporting the updating and reconciling of stores and stock records to accounting system.
- Following training, to assist with other duties including bank reconciliations, bank payments, cash book entries and nominal postings, report writing, petty cash and general accounting and reconciliations.



- Able to maintain a flexible approach to work and working hours if required.
- Carry out ad-hoc tasks as requested by the Senior Accounts Administrator.

## Person Specification

### Essential

- Excellent interpersonal skills with an ability to communicate at all levels.
- Effective verbal and written communication skills.
- Good organisational skills and ability to prioritise tasks to meet time critical deadlines.
- Good attention to detail & aptitude for figures.
- Able to work as part of a wider team.
- Proactive approach to work, adaptability, flexibility and adept at learning new systems.
- Able to maintain confidentiality at all times.
- Demonstrable accounting experience gained from a similar environment in processing sales, purchase ledger and general accounts activities.
- Demonstrable IT skills and knowledge of Microsoft Office Suite, specifically Excel.
- GCSE Maths & English (or equivalent) grade C or above.
- Ability to meet the requirement of 'UK right to work' legislation.
- Able to meet the standards of an employment medical.

### Desirable

- Experience of working with accounts software. Specifically Access or Dimensions Software would be advantageous.
- Experience of supporting the implementation of new accounting modules would be advantageous.
- AAT trained or equivalent.
- Purchase, Sales & Nominal Ledger.
- Month End, VAT and Credit Control.
- Able to work outside normal working hours, where required.

