



## Role Description

<b>Job Title:</b>	Assistant Accountant
<b>Accountable to:</b>	Chief Financial Officer
<b>Key Relationships:</b>	CFO

## Job Summary

Working closely with the CFO the main purpose of this role is to assist in the production of meaningful and timely management accounts. This will require data entry, collection and analysis ensuring that records are maintained in compliance with internal processes and statutory requirements.

## Key responsibilities

Key responsibilities associated with the role include but are not limited to:

- Management of the purchase ledger
- Completion of Bank reconciliations
- Assisting with Month end process, Balance Sheet reconciliations and P&L analysis
- Completion of quarterly VAT return
- Processing Payroll including pension enrolment and payment
- Calculate Sales commission in liaison with Sales Manager and Invoicing of customers
- Processing company credit cards and employee expenses
- Maintenance of Fixed Asset register
- Management of Sales invoicing and reconciliation
- Preparation of customer specific reports and review with customer
- Ensure that all internal control systems and processes are continuously developed and maintained.
- Ensure that key supplier relationships are well managed from a financial perspective
- Liaise with internal team to ensure effective invoice query resolution

## Candidate Profile

- Relevant accounting qualification or ability to demonstrate appropriate skills and knowledge
- Excellent communication skills
- Flexible approach to workload and ability to adjust easily to changing priorities
- Proactive and curious with ability to challenge status quo
- Self-motivated, pragmatic, diligent, credible, detail-conscious and focused on delivery against objectives
- Strong excel skills
- Strong customer service ethos