

<b>Position</b>	<b>Temporary Accounts Assistant – Maternity Cover</b>
<b>Department</b>	<b>Finance</b>
<b>Reporting to</b>	<b>Management Accountant</b>
<b>Job Purpose</b>	
<p>A key role to support business processes and effective running of the UK Finance Department. To ensure there is full compliance with all regulatory requirements and that both internal and external reporting are accurate and completed on time.</p>	
<b>Duties and Responsibilities</b>	
<ul style="list-style-type: none"> <li>• <b>Accounts Payable</b> <ul style="list-style-type: none"> <li>➤ Robustly control all accounts payable activity including coding, booking and paying.</li> <li>➤ Responsible for the integrity of AP ledger, prepare quarterly AP summary for review</li> </ul> </li> <li>• <b>Credit Control</b> <ul style="list-style-type: none"> <li>➤ Manage the credit control aspect via external credit checks and credit limits and liaising with sales support team.</li> <li>➤ Liaise with credit rating agency</li> </ul> </li> <li>• <b>Banking</b> <ul style="list-style-type: none"> <li>➤ Posting of all banking transactions and reconciliations of all bank accounts.</li> </ul> </li> <li>• <b>Margins review</b> <ul style="list-style-type: none"> <li>➤ Prepare margins analysis, liaising with sales co-ordinators, to ensure accuracy of gross profit records.</li> </ul> </li> <li>• <b>Other Responsibilities</b> <ul style="list-style-type: none"> <li>➤ Support the month-end activities for the UK operating entity and assist in the production of accurate monthly management accounts.</li> <li>➤ Assist with external and internal audit enquiries as needed</li> </ul> </li> </ul>	
<b>Core Skills</b>	
<ul style="list-style-type: none"> <li>• Solid understanding of accounting principles</li> <li>• Knowledge of SAP Business One would be an advantage</li> <li>• Good interpersonal and communication skills</li> <li>• Computer literacy - Word and Excel (intermediate level for excel is mandatory)</li> <li>• Accuracy – attention to detail is important</li> <li>• Team player – flexible/willing to assist others and provide back-up cover during absence</li> <li>• Productive, proactive and will take initiative</li> <li>• Ability to multitask effectively and work to tight deadlines</li> <li>• Keen to learn and to progress</li> </ul>	
<b>Experience</b>	
<ul style="list-style-type: none"> <li>• Previous accounting work experience within a busy Finance Department.</li> </ul>	

**Qualifications**

- Accounting & Finance Graduate or Part-qualified accountant (Maximum 5 papers to take)