**Role Description & Person Profile**

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| Job title: | Accounts Assistant |
| Reports to: | Head of Finance |
| Location: | Rugeley |
| Direct & Indirect Reports: | None |
| Role Overview | Provide accounting and administrative support to the business |
| Key Responsibilities:  | * Manage new supplier setups & amendments.
* Process invoices including coding of costs & managing approvals.
* Manage accounts email inbox.
* Monitor daily communications and answer any queries.
* Create payment requisitions.
* Prepare month end accruals.
* Balance sheet reconciliations
* Supplier statement reconciliations
* Manage & post month end journals
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| Budget Responsibility: | None |

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| **Person Profile/Knowledge** Experience, any formal qualifications and necessary keys areas of knowledge or experience. |
| **Essential** | **Desirable** |
| Microsoft Excel | Microsoft PowerPoint |
| Willingness to learn & drive improvements | Knowledge of ledgers & double entry |
| Effective communication skills, both written & verbal |  |
| AAT qualified |  |
| **Key Behaviours** | * Attention to detail.
* Build close working relationships with stakeholders.
* Prioritisation
* Demonstrate the value of finance
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| **Other Factors**Travel, shift pattern, working hours, Licence type etc. | * Some requirements to work longer hours (e.g. at period end & during forecasts)
* We would welcome applications from people who want to work flexibly
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