**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 |
| 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 | |
| **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 | |