

Job Description Accounts Assistant

Job Description

Job Title:	Accounts Assistant
Department/Location:	Office-based in
Reports to:	<<job title e.g. Finance Manager>>
Staff Responsibilities: N/A	
Hours of work:	e.g. 9.00 am to
Salary Range:	<<state salary range>>
Summary of Position: To ensure that records of all financial transactions, expenses, bank reconciliations and cash payments/receipts are accurately inputted at a timely manner in order to meet internal and external audit requirements.	

Primary Responsibilities

To authorize and record purchase invoices, payments. Place purchase orders.	Keep account records up-to-date on a daily basis.
Reconcile statements from suppliers and direct payment requests.	Reconcile bank account records on a monthly basis.
Recording, reconciling and issuing expense payments.	Have responsibility for maintaining petty cash.

Personal Specification

	Essential	Desirable
Qualifications & Training	Educated to GCSE level GCSE Maths at Grade C or above Advanced knowledge of Accounts system, especially products, especially	Relevant financial qualification. Previous experience of <<state which>> Accounts system.
Experience	At least one year's experience.	Experience in same industry.
Qualities and Attitude	Well-organized, good problem-solving approach	Proactive.
Product Knowledge	<<state type of product>>	<<state type of product knowledge>>

Competencies (see Interview Guidance Notes)

Strong organizational skills	Good problem-solving approach
Good interpersonal skills	
Assertive	Customer service focus
Effective communicator, on phone, in writing	
Personable	

Prepared by

Name:	<<insert name>>	signature>>	Date:	<<insert date>>
Title and/or Department:	<<state title / department>>			

Note: This job description is not exhaustive and is subject to periodic review. It may be amended to meet the changing needs of the business. The post-holder should participate in this process and we would aim to reach agreement on any changes.

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