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| **JOB DESCRIPTION**  C:\Users\roisin.mccabe\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.Word\SpecDrum 2016.jpg | | |
| **COMPANY NAME:** Specdrum Ltd | | |
| **JOB TITLE:** Accounts Assistant | | |
| **REPORTS TO:** Company Accountant | | |
| **JOB PURPOSE:**  To provide administrative support to the company accounts team. Their duties include assisting with tasks like managing records and organising reports, performing data entry and reconciling company accounts. | | |
| **JOB DUTIES & KEY RESPONSIBILITIES:** | | |
| * Ensure necessary banking transactions, including supplier payments, customer receipts and weekly payroll, are completed accurately and according to the time schedule * Completing daily and monthly bank reconciliations * Supporting the preparation of management accounts and month-end duties * Process invoices, reconciling delivery notes to invoices received and purchase orders * Set up new supplier accounts and maintain existing account details within the purchase ledger * Monthly reconciliation of supplier statements * Assist in the preparation of purchase summaries * Managing Cashbook * Processing BACS payments * Any other duties, within reason and capability, as agreed with the Senior Managers. | | |
| **PERSON SPECIFICATION:** | | |
| ***Criteria*** | ***Essential*** | ***Desirable*** |
| **Qualifications/Attainments** | * Good standard of education to GCSE level or equivalent | * Part/Fully qualified IATI |
| **Relevant Experience / Knowledge** | * At least 1-2 years’ experience in an accounts-based role |  |
| **Skills and Competencies** | * Excellent planning and organisational skills, with strong interpersonal skills. * Ability to analyse data with strong attention to detail. * Ability to manage own work plan and meet pre-agreed deadlines. * Able to work as part of a team and on own initiative. * Ability to apply general accounting processes * Proficient in the use of MS Office with particular strengths in the use of Excel. | |