|  |
| --- |
|  **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.
 |