



## Accounts Assistant Role Profile

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<b>Role Title:</b>	Accounts Assistant
<b>Reports to:</b>	Management Accountant
<b>Direct Reports:</b>	N/A
<b>Position Type:</b>	Part-time, permanent. 25-30 hours per week
<b>Business Area:</b>	Central Services
<b>Location:</b>	Newbury
<b>Date Created/Revised:</b>	December 2021
<b>Main Purpose of the Role:</b>	
To manage the Accounts Payable and associated functions; bank reconciliations; expenses and Associates.	
<b>Role Responsibilities/Activities:</b>	
<p><u>Finance</u></p> <ul style="list-style-type: none"> <li>• Responsibility for the Accounts Payable function to include raising purchase orders, receiving invoices, matching them to purchase orders, seeking appropriate approval, and inputting on the finance system, through to supplier payments.</li> <li>• Management of all supplier queries, seeking quick and efficient resolution of issues.</li> <li>• Management of the Associates suppliers accounts - processing of invoices, authorisation from the relevant Client Partner, reconciliation to portal data, and monthly payments.</li> <li>• Manage the payments of candidate expenses, across all campaigns. Work with the Candidate Engagement Specialists to ensure claims are authorised and payments made in a timely manner.</li> <li>• Payment of employee expenses, ensuring all claims are appropriately authorised.</li> <li>• Processing daily bank transactions in the accounting system</li> <li>• Responsibility for weekly banks reconciliations and daily cashflow updates.</li> <li>• Setting up ad hoc bank payments ensuring they are fully authorised. To include PAYE/NI, VAT, pensions and rent.</li> </ul>	
<b>Key Relationships (internal/external)</b>	
<p><b>Internal:</b></p> <ul style="list-style-type: none"> <li>• Accounts department</li> <li>• Executive Board</li> <li>• Wider Amberjack employee group</li> </ul> <p><b>External:</b></p> <ul style="list-style-type: none"> <li>• Suppliers and contractors</li> <li>• Banking contacts</li> </ul>	

**Key Qualifications, Knowledge, Experience, Skills and Competencies required:**

## Knowledge / Experience / Skills:

- Experience of working in a busy Accounts role, particularly Accounts Payable
- Knowledge of general accounting procedures.
- Previous experience in a varied, accounts/administrative role within an office environment
- Excellent organisational skills with the ability to prioritise
- Ability to multi-task and work on numerous projects simultaneously
- Comfortable liaising with Senior Management
- Self-motivator
- Excellent attention to detail
- Comprehensive knowledge of Microsoft Office especially Word & Excel
- Experience of using accounting software, preferably Xero.

## Competencies:

- Switches tasks easily
- Anticipates and prepares for next steps
- Confidently runs with tasks without support
- Communicates clearly and confidently
- Approachable, polite and respectful
- Positive attitude towards working with numbers