

## **JOB DESCRIPTION**

**JOB TITLE:** Accounts Assistant  
**REPORTS TO:** Office Manager

**Full time, 37.5 hours per week**

## **JOB PURPOSE**

- Responsible for the processing of financial transactions
- Ensure adherence to company policies and procedures
- Provide and communicate to management relevant information

## **MAIN DUTIES & RESPONSIBILITIES**

- Ensure financial transactions, payments and invoices adhere to company authorisation procedures and are processed in a timely manner
- Responsible for weekly payroll payment of approximately 100 staff and entry into the general ledger, pension submission and accounting entry
- Responsible for purchase ledger and subcontractor ledger processes such as entry of invoices, matching Goods Received Notes and purchase orders, subcontractor certificates, payment process supplier reconciliations and dealing with suppliers
- Responsible for sales and contract ledger includes setting up new clients/ contracts, entry of application, certificates, cash received, reconciliations and undertake credit control
- Responsible for bank and cash includes undertaking bank reconciliation.
- Responsible for Cash Controls including petty cash
- Adhoc administration duties to meet company objectives

## **REQUIREMENTS**

- A detailed knowledge of financial process,
- Computer literate
- Knowledge Microsoft office particular Outlook and Excel
- A detailed knowledge of book-keeping with relevant experience and/or qualification
- Strong verbal and written communication skills
- Ability to work as part of a team and to add value to the business and financial process

## **COMPETENCIES**

Commercial Awareness - Customer; Brand; Financial; Business; Regulatory

Communication Skills

Personal Effectiveness - Organisation of Work and Time; Teamwork; Approach to work; Quality and Accuracy of Work;

Apply in writing to Danielle Hanley, Office Manager

Email [Danielle.Hanley@rgfalla.gg](mailto:Danielle.Hanley@rgfalla.gg)