VACANCY

POSITION INFORMATION SHEET (Non Collective)	
Position Title	**Accounts Assistant**
Title of Supervisor	**Financial Controller**
Title of next level Supervisor	**Head of Finance**
Location	**Sheffield**
Shift	**No**
Hours	**37.5 hours Monday to Friday**

Job Summary
A general Accounts Assistant position, to assist in the day to day, monthly running of the Finance function.

Duties and Responsibilities
- Including but not exclusive to:
  - Accounts Payable process, including;
    Supplier invoice processing, account reconciliation and payments
    PO matching,
    Query resolution,
  - Accounts Receivable process, including;
    Chasing customer payments
    Reconciliation of customer accounts and banking receipts
  - Responsibility for accounts mailbox
  - Month end close processing - including reconciliations and reporting
  - Any ad-hoc duties that may occur

Skills, Experience & Qualification
Desirable Requirements:
- 5 GCSE including Maths and English at C or above or equivalent
- Experience of SAP and Odoo Accounting systems
- Effective communication skills, both internal and external contacts
- Proficiency in excel
- Demonstrated ability to work to deadlines and deliver accurate accounting information
- Flexible working approach to achieve targets and deadlines

Demonstrable Experience of:
- Standard finance responsibilities and reconciliations
- Understanding of accounting principles & controls

Qualities & Attributes
- Flexible and Teamwork qualities
- Effective communication skills