HAWKINS
TRUSTED IN CONSTRUCTION

April 2018

JOB DESCRIPTION

ACCOUNTS ASSISTANT

REPORTS TO: ACCOUNTS SUPERVISOR

As an Accounts Assistant, you must have a team player mentality, an organised approach and be a good communicator. You must also be able to prioritise your workload and operate on your own initiative and possess excellent organisational and administration skills. You will assist the Accounts Supervisor with all aspects of the day to day running of the accounts department, but primarily your work will be within Purchase Ledger.

MAIN DUTIES AND RESPONSIBLITIES

- The processing of purchase invoices & credit notes (circa 600 per month)
- Electronically matching invoices to purchase orders and goods receipts
- Processing sub contractor invoices and making tax deduction in accordance HMRC rules
- Adding new suppliers and including CIS verification
- Processing of credit card expenses
- Ensure all payments are made in accordance with company policy.
- Ensure all payments are duly authorised before being paid.
- Prepare supplier payments runs in a timely manner
- Resolve queries with suppliers and perform periodic reconciliations.
- Raising Sales Invoices
- Issuing Customer statements & reminders
- Recording clock cards
- Assist in the month end and year end procedures as required.
- Provide an efficient service to the internal and external customers of the department
- Performing other ad hoc financial analyses and special projects as the Finance & Compliance Director, or other senior managers may require from time to time.
- Any other duties as required by the Accounts Supervisor.

Experience, Skills and Personal Attributes:

- Experience in purchase ledger or demonstration of the ability to contact and liaise with suppliers would be a distinct advantage.
- Liaising with suppliers via email or phone
- The ability to liaise with people effectively at all levels
- Experience of dealing with telephone queries and requests
- Excellent communication skills, both verbal and written
- Good time management and organisation skills, with the ability to meet tight deadlines
- Problem solving skills, with the ability to identify problems and adopt a logical approach to resolving problems
- Good numeracy and Excel skills
- Excellent customer service
- Computer literate, experience of Microsoft Dynamics NAV would be an advantage but not essential as training will be given