



JOB SPECIFICATION

Structure-flex Ltd – Accounts Function

TITLE:	Accounts Assistant
REPORTING TO:	Company Accountant
DIRECT REPORTS:	None
LOCATION:	Cromer Factory
HOURS OF WORK:	As per contract, as agreed
SALARY:	
OTHER BENEFITS:	As per the contract of employment

KEY PERSONAL ATTRIBUTES / SKILLS

- Calm and professional manner towards all customers, employees, general public and other external bodies.
- Self-drive, initiative, organising abilities.
- Excellent Communication skills, attention to detail and analytical skills
- Ability to keep track of many tasks and projects to ensure they are all completed on time.

SUMMARY OF ROLE

- Logging and matching purchase invoices for purchase orders.
- Process invoices through purchase ledger.
- Check supplier statements and resolve queries.
- Intrastat returns for imports / export for customs and excise.
- Daily control of petty cash and month end reconciliation
- Nominal journals for petty cash.
- Prepayment, accrual and subscription spreadsheets.
- Maintaining the cashbook on excel spreadsheet.
- Credit control
- Record all monies received and prepare paying in book.
- At month end balance sales ledger and purchase ledger to cashbook.
- Processing payroll, payroll reports, associated filing and RTI submission
- Maintain holiday and absence records.
- Time sheet analysis.
- Monthly reports as required.
- Working within the guidelines of the Company Handbook and policies and procedures.
- Working within the Health, Safety and Welfare and Quality Systems and Procedures and undertaking housekeeping on a regular basis.
- Any other Ad hoc task as reasonably expected of an Accounts Assistant.