

Job description

Assistant accountant/Purchase Ledger Job Description

The role of Assistant accountant/Purchase Ledger is to provide a professional and efficient service to the finance function, monitoring and controlling Accounts Payable and Bankings at all times and providing accurate financial information to Company Directors and Financial Controller as needed.

Key responsibilities:

- Matching, checking and coding purchase invoices
- Input purchase invoices with relevant nominal codes
- Being first point of contact for maintaining strong relationships with suppliers
- Setting up of new supplier accounts and maintaining existing account details on the system
- Monthly reconciliation of supplier statements
- Processing and controlling payments via BACS, Direct Debits and Standing Orders.
- Processing staff expenses and credit cards
- Filing invoices, statements and correspondence.
- Reviewing systems and processes and making improvements for new ERP system.
- Bank reconciliation of HSBC and Barclays bank accounts
- Control of all accounting records for small separate entity Scutum Property Limited

The Ideal Candidate:

- Proven work experience in a finance team is essential
- Qualification in the related field is desirable
- Knowledge of software package Microsoft Dynamics Nav and Sage is desirable
- Intermediate Excel and Microsoft office packages experience is essential
- Excellent communication skills
- Solid team working skills
- Self-disciplined and efficient, with a flexible and proactive nature
- Ability to work to deadlines