

Accounts Assistant

TITLE	Accounts Assistant
LINE MANAGER	Financial Controller
DIRECT REPORTS	N/A

Job Summary:

Responsible in supporting the Accounts Dpt in maintaining an efficient, organised & accurate finance function for the business. Assisting with day to day financial operations.

Key Responsibilities:

- Sales & Purchase Ledger processing
- Produce Sales Invoices from timesheets
- Following & using Accounts Systems
- Processing Purchase Invoices/Credit Notes, from receipt to payment by BACS
- Bank/financial account Reconciliation
- Producing statements, remittance advice
- Maintenance of petty cash book, Petty cash
- Banking receipts
- Processing engineers' overtime & expenses
- Updating & maintaining spreadsheets
- Preparation of accounts & reports
- Credit Control
- Processing Management expenses
- General admin duties
- Adhere to Quality Procedures as per the Quality system in place
- On a continual basis ensure documented procedures for all tasks are produced/updated on the department

- Adhoc duties on a daily basis as requested/instructed by Management & Directors in-line with the changing needs of the business

Requirements:

- Experience in SAP
- Strong work ethic
- Enthusiastic, committed & a fast learner with previous experience in a busy environment
- Good understanding of bookkeeping & accountancy procedures
- Strong communication skills
- Ability to work with individuals across departments & liaise with external customers & contacts
- Solid organisational skills and the ability to prioritise a varied workload
- Ability to work to tight deadlines

NOTE:

Due to the nature of the role, there will be a relative amount of additional requirements to work out with normal working hours, in order that a professional and timely service is provided. Any paid overtime requires authorisation by the Operations Manager.

Please send your CV & a covering letter to Gwynneth.hall@stonemarineservices.com

Working Hours:

Monday to Thursday 8.30am - 5.00pm
 Friday 8.30am - 12.30pm
 ½ hour lunch time unpaid
 Part time hours will be considered