

Accounts Assistant – Accounts Payable (Job Share)

Reports to: Group Management Accountant

Working hours: 14 hours per week

Salary range: £10,400 for 2 days per week (equivalent to £26,000 full time)

This role is a job share, working two full days per week. Job sharing is a form of flexible working which enables two employees to voluntarily share the responsibilities and duties of one full-time job

To process all supplier invoices accurately and on time with and to ensure accurate monthly management accounts and a continuing relationship with suppliers.

KEY ACCOUNTABILITIES

1. To receive supplier invoices daily, match to purchase orders and capture accurately on the Finance System to ensure accurate management accounts and full recognition of costs and liabilities
2. To reconcile the Finance System to supplier invoices on a monthly basis to ensure completeness of transactions.
3. To chase suppliers monthly for all invoices or refunds relating to debit balances.
4. Ensure that all allocations are up to date on supplier accounts so there are no unmatched transactions.

5. To assist in the preparation of regular BACS runs to ensure payment to terms.
6. To process employee expenses on receipt and ensure they are paid promptly
7. To review the Creditors Aged Analysis on a regular basis to ensure that older outstanding invoices are paid or disputes resolved.
8. To ensure that invoices relating to periods longer than the current month are prepaid and provide details of these prepaid invoices to the Group Management Accountant to ensure accurate month end cut off.
9. To reconcile all electricity, water, gas, rates and water accounts for void and occupied units, requesting copy invoices, ensuring actual readings are maintained and that invoices are not processed or paid on estimated readings.
10. To ensure that KPI's are followed at all times.
11. To always follow the processes and procedures documented in the accounts payable process manuals.

GENERAL REQUIREMENTS

- To promote Coin Street's Equal Opportunities, Diversity, Equality and Inclusion policy
- To comply with Coin Street's Health & Safety policies.
- To comply with Coin Street's Safeguarding policies.
- To comply with Coin Street's IT policies and procedures.
- To promote an organisational culture that reflects Coin Street's values:
 - *Creative: By looking for solutions rather than problems I will find better ways of doing things*
 - *Collaborative: By respecting the views of others we will learn, grow, and achieve more together*
 - *Committed: I do what I say I am going to do and do the best job I can.*

PERSON SPECIFICATION

KNOWLEDGE AND EXPERIENCE

Previous experience in a Purchase Ledger with coding experience.

Full understanding of accruals and prepayments

Ability to manage complete purchase ledger process from invoice processing to BACS submission.

Process approximately 250 – 350 invoices per month

Experience with supplier account reconciliations

SKILLS AND PERSONAL QUALITIES

A personal commitment to and enthusiasm for Coin Street’s purpose and values.

Computer literate including use of Microsoft Office packages, databases

Excellent interpersonal skills and the ability to establish and sustain positive relationships.

Excellent communication skills, both verbal and written.

Ability to manage own workload and meet multiple deadlines.

Excellent attention to detail.

Highly organised, able to work under pressure to deadlines and to prioritise own workload.

Self-motivated with the ability to work within a team as well as on own initiative.

Flexible approach and commitment to achieving results.

Confident personality with a proactive approach.

Willingness to undertake repetitive tasks.

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I have read and agree to the above role and responsibilities.

Employee Sign: Date

Line Manager Sign: Date