

# JOB DESCRIPTION

**Job Title:** Accounts Assistant

**Job Purpose:** Processing Invoices for payment, Account reconciliation's and other related Financial tasks.

**Key Accountabilities:**

- Ensure all company supplier invoices are processed in accordance with group guidelines and supplier agreed terms
- Accurate, timely and efficient processing of supplier invoices and credit notes, on the company accounting system (IFS)
- Communication to subsidiary companies regarding resolving outstanding queries, along with the ability to resolve queries "on-site" when required
- Carry out monthly supplier statement reconciliation's and maintenance of a range of suppliers. Resolution of external payment enquiries
- Support the accounts payable team in meeting departmental objectives
- Ensure accurate maintenance of O/S supplier Grni records
- Complete general office duties and ad-hoc exercises when requested