

JOB DESCRIPTION

Job Title: Accounts Assistant

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

Key Accountabilities:

- Insure 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.

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