

Job Description

Job Title: Accounts Assistant	Department and Location: Finance – Staveley
Reporting To: Financial Controller	Responsible For: N/A
Other Working Relationships Internal: Sales, Procurement and other AVK Personnel External: Suppliers, HMRC	
Role Purpose: To be responsible for Accounts Payable processes ensuring all invoices and payments are processed on time and in an accurate manner. To Assist the Financial Controller with other finance related tasks	
What Good Looks like: Competent Accounts payable process, strong Excel and communication skills	

Role Specifics

Growth Responsibilities / Duties:

- Updating and maintaining daily Accounts Payable tasks including (but not exclusive to)
 - Posting invoices, creating payments, reconciling statements, responding to queries, filing
- Answer the telephone in a polite and timely manner.
- Deal with all incoming and outgoing mail
- Ensure supplies of stationary and other office consumables are maintained at all times.

Leadership Responsibilities / Duties:

- To provide support to Financial Controller and Accounts Assistants in administrative duties
- Preparing information needed by Financial Controller in monthly management reports.

Lean Responsibilities / Duties:

- Provide cover for other Accounts function during periods of annual leave/sickness.
- Attend company Kaizen events and participate in efficiency saving projects.

The above is not an exhaustive list of duties and you will be expected to perform different tasks as necessitated by your changing role within the organisation and the overall business objectives of the organisation.

Signed (Job Holder): Date: