



Job Description

Job Title : Administrator : Accounts (Part-Time : 20 hours per week)

Reporting to : Director : Commercial Operations

Description:

To provide an accounts administration facility as part of the UK head office accounts team (3 people).

Duties & Responsibilities:

- Purchase invoice processing of approximately 800 invoices per month.
- Purchase ledger payment processing.
- Weekly bank reconciliation.
- Inter-company account reconciliation – 10th Month.
- Month end accounts procedure
- General accounts administration
- Provide assistance to other departments when necessary.

Essential Skills & Experience:

- Demonstrated experience within a business accounts environment.
- Proficient administration and organisational skills
- Advanced written and verbal communication skills
- Developed IT competence

Qualifications:

- AAT Level 2 desirable

Key Attributes:

- Orderly and disciplined disposition.
- Self-driven for continued learning and development.
- Keen to accept responsibility and accountability.
- Committed to achieving company goals.
- Good team working skills.

