

CRISPIN SPEERS AND PARTNERS LIMITED

JOB DESCRIPTION

Job Title:	Accounts Assistant
Reports to:	Senior Management Accountant
Business Unit:	Accounts
Job Purpose:	To be responsible for maintaining financial records for multiple companies using SAGE 50, including divisional reporting resulting in the preparation of the monthly trial balance.
Key tasks:	<ul style="list-style-type: none"> • Manage invoice authorisation process • Prepare cheque requisition forms and arrange supplier payments with cashier • Manage intergroup recharge process to include raising intergroup invoices and agree payments • Balance and maintain accurate ledgers • Calculate and manage prepayments and accruals • Maintain Fixed Asset Register • Check personal expenses payments for accuracy • Provide cover for cashier when absent • Prepare payroll journal
Skills and competencies:	<ul style="list-style-type: none"> • Able to work with multiple companies. • Well-developed written and verbal communication skills. • Able to work stand alone, as well as contribute to accounts department where applicable. • A good understanding of management accounting techniques. • The ability to work under pressure and meet deadlines. • Advanced level of computer skills and knowledge of relevant software (Word and Excel).
Knowledge and experience required:	<ul style="list-style-type: none"> • Thorough knowledge and experience with SAGE 50. • Departmental reporting within Sage 50. • Worked with multiple companies, ideally within a group • Working knowledge of VAT rules in the UK.
Qualifications	<ul style="list-style-type: none"> • AAT Level 2 (minimum)
Other	<ul style="list-style-type: none"> • Any other duties requested by senior management.