

## **Assistant Accountant**

### **Main Purpose of Job**

To provide accounting and administrative support to the Head of Finance and Director of Financial Services on Global accounting matters.

### **Position in Organisation**

Reports to the Head of Finance.

### **Scope of job**

Income administration and reconciliation  
Nominal ledger reconciliations  
Cash book maintenance  
Banking cheques  
Processing foreign payment transfers  
General UK office accountancy duties  
Limited cover on purchase ledger issues

### **Dimensions & Limits of Authority**

Working within the scope of above job, with limited supervision. Refers to Head of Finance as necessary.

### **Qualifications & Skills**

GCSE Maths (C or above) or equivalent - essential  
Either experienced/AAT part qualified or limited experience/AAT qualified

### **Experience**

experience of accounts department - essential  
To be able to work unsupervised and on own initiative - essential  
Numerate - essential  
Computer literate i.e. proficient in the use of Microsoft Word and Excel – essential  
Experience of using accounting systems – essential (Navision desirable)  
Able to prioritise and meet deadlines - essential

### **Personal Skills**

Flexible and adaptable  
Organised  
Team worker  
Good communication skills both written and verbal  
Able to explain accounting issues to non-financial staff