**HERON & BREARLEY**

**Accounts Assistant (2018)**

**ROLE PROFILE**

**JOB FAMILY: Accounts HR CODE:**

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| **STRUCTURE** | **LINE MANAGEMENT RESPONSIBILITIES** |
| This role is located at Head Office and forms part of the Accounts team reporting to the Accounts Supervisor (day to day) & the Accounts Manager overall. | N/A |

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| **MISSION & PURPOSE** |
| * To provide accounting support internally to H&B management accountants and externally suppliers where necessary.
* To process large amounts of data for the group & ensure prompt payment to suppliers on a monthly basis.
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| **KEY RESPONSIBILITIES & DELIVERABLES** |
| * **Supplier Invoice Processing**
* Invoices posted to correct cost centres daily
* Investigating queries with suppliers
* Debit balance Investigations
* Liaising with IOM & UK staff on Purchase orders & Invoice queries
* Aged account payables is kept up to date & accurate
* Processing direct debit payments onto supplier account
* **Month-end Payment run**
* Liaising with Suppliers to ensure the month end payment run is finalised accurately & in a timely manner
* Investigate any outstanding balances on company statements
* **Other Ad-hoc tasks**
* Review petty cash expenses
* Undertake general ad hoc administrative duties as and when required
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| **SKILLS & BEHAVIOURS** |
| * A confident communicator, both in spoken and written word
* Be able to manage internal & external relationships across suppliers
* Calm, confident and professional manner when dealing with difficult suppliers
* Excellent organisation and problem solving skills
* Able to maintain a high quality and high volume of work during busy periods
* A high degree of personal integrity and respect for confidentiality
* Tactful, diplomatic and able to operate in a fast-moving and often reactive environment
* Able to work under own initiative and prioritise work effectively
* Versatile, resilient and adaptable to changing situations
* High degree of flexibility and willingness to help others in a team environment
* A high standard of professional ethics, able to represent the accounts team & Team H&B, leading by example
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| **QUALIFICATIONS & EXPERIENCE** |
| * Ideally a good standard of general education (e.g. GCSE grades c or above and/or equivalent qualifications
* Ideally a minimum of 1-2 years relevant experience gained in a similar environment
* An awareness of customer service principles and practices
* Experience in telephone use
* Excellent keyboard skills and a practical knowledge of Excel.
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The above statements are intended to describe the general nature and level of the work being performed. They are not construed as an exhaustive list of all deliverables and responsibilities and duties. All employees are expected to be flexible in approach and may be required to perform other duties as may be reasonably required for the benefit of the H&B and associated businesses to add value.

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| **Date prepared:** | **31 Aug 2018** |
| **Agreed by:** |  | **Manager** |
| **Review date:** |  |