

## Job Advert

<b>Job Title</b>	Accounts Assistant
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The role of the Accounts Assistant is to support the day to day function of the Finance Department, including Credit Control, processing payments as well as supporting the HR Director with administrative tasks.

### Main Duties

#### Credit Control

- Ensure timely collection of accounts receivable
- Collect financial information and ensure credit limits are reviewed in accordance with Credit policy
- Actively work with sales team and managers to ensure prompt payments and minimise risk of bad debt
- Resolve invoice queries, raise invoices & Credit Notes
- Update Declare Groups and relevant spreadsheets
- Process payments received and cheques
- Adhere to corporate and local finance policies

#### Finance

- Process policy refunds and claims Settlement payments
- Maintain Franchisee Management Service Charge data and process invoices for cover when required
- Processes weekly expense payments
- Provide cover for colleagues' activities for holidays and other absences
- Ad hoc activities as required by the department
- Send weekly/monthly account statements
- Supplier and Customer Account Set Ups
- Assist in the Annual Audit
- Process and invoice underwriters' monthly claims bordereau
- Raising monthly journals

#### General

- Work with relevant departments and colleagues to ensure that systems are efficient and effective
- Ensure compliance with health, safety and environmental policies

#### HR

- Administration of all stages of the employee lifecycle – job offers, onboarding, inductions, movers, leavers, absence
- Update and maintain accurate employee records on the HR/payroll system
- HR administration, including requesting and responding to all references
- Monitor the HR email inbox and respond or escalate as required
- Support monthly payroll activities
- Generate monthly reports - headcount, attrition, retention
- Monitor mandatory training completion

## **Skills/experience**

### **Essential**

- Complete AAT levels 2-4, which will be funded by Guardsman with the opportunity to progress to ACCA/CIMA.
- At least 1 years experience of relevant accounting system
- Experience of working to and achieving strict deadlines
- Proven ability to process data quickly and accurately
- Good communication/telephone skills
- Good knowledge of Excel skills – Pivot Tables, V-Lookups
- Competence with MS office applications
- High attention to detail
- Ability to maintain confidentiality
- Strong organization skills and able to prioritise
- Ability to multi-task and manage changing priorities
- Ability to gain trust of colleagues at all levels

The Amynta Group and Guardsman Industries are both equal opportunity employers. Both Companies are committed to being inclusive employers and welcome applications from all suitably qualified applicants irrespective of their background.