

Job Description



TITLE:	Accounts Assistant	
PURPOSE OF ROLE:	To assist the Finance Director and Office Manager in the day to day processing of the company accounts.	
REPORTING TO:	Office Manager	
HOURS OF ROLE:	37.5	
DUTIES: Generally as:	<ol style="list-style-type: none"> 1. Raising Purchase Orders in line with Bills of Materials. 2. Processing Purchase Invoices to ensure prompt payment and dealing with suppliers regarding any payment disputes. 3. Processing Goods In / Stock Control including Stock Takes in EMiR. 4. Sales Invoice Preparation in line with project invoicing schedules. 5. Scottish Enterprise Grant Invoicing Applications. 6. Collation of data for European funded Project Claims. 7. Preparation of Data for Monthly Accounts. 8. Project Budget Reporting to Engineers. 9. VAT Returns. 10. CIS Returns. 11. Yearly Accounts Audit. 12. Processing staff expenses and monthly credit card statements. 13. Inputting Bank Statements. 14. Monthly Inter-company invoicing and inter-company loans. 15. Holiday cover for members of admin team. 16. Assistance in the implementation of the new EMiR system. 17. Provide Training to New Members of Staff on EMiR System. 18. Admin Assistance as required. 19. Assistance to CEO/ Finance Director/ Office Manager and Engineering Team as required. 	
MAIN DELIVERABLES IN ROLE:	<ol style="list-style-type: none"> 1. Provide full procurement support to the engineering team. 2. Maintain accurate and easily retrievable records. 3. Good understanding of company systems and procedures. 4. Prompt resolution of delivery disputes. 	
PERSONAL SPECIFICATIONS:	ESSENTIAL: <ul style="list-style-type: none"> • Sage • Microsoft packages • General IT knowledge • Strong attention to detail • Excellent Communication • Strong time management skills • Ability to multi-task • Strong organisational skills • Professional and friendly demeanour 	DESIRABLE: <ul style="list-style-type: none"> • HND/HNC Accounting • Knowledge of EMiR