



SOMERS FORGE LIMITED

JOB SPECIFICATION

JOB TITLE: Accounts Assistant

REPORTING TO: Accounts Manager

DEPARTMENT: Accounts

SUPERVISORY RESPONSIBILITY:

JOB PURPOSE:

MAIN DUTIES AND RESPONSIBILITIES:

- To process 'Sales Invoicing'.
- To raise manual Sales Invoices & Credit Notes. Also Debit Notes when required.
- To reconcile purchase statements & investigate discrepancies. Regular liaison with suppliers.
- Raise auto bacs payments via accounts payable. Matching invoices also. Verification of bank details.
- Raise manual payments: bacs & priority UK & Overseas payments.
- Regularly run accounts payable reports for reconciliation & missing document purposes.
- Set up Suppliers.
- Distribute some purchase invoices to managers & directors within organisation for approval.
- To maintain & reconcile Petty Cash. To review & process Expenses.
- Process journals.
- Assisting the credit control function during holidays; posting cash, debt collection.
- Assisting purchase ledger function during holidays & busy times; processing purchase invoices.
- Cover switchboard – rota for lunch times & holiday/absence cover.
- Assisting with other accounts duties on an ad-hoc basis.
- Completion of audit samples/questions from our external auditors.
- To file (on server) & be organised.
- To complete regular cyber security training.
- Arranging post for collection.