|  |  |
| --- | --- |
| Position | Part time Accounts Assistant |
| Reports to | **Accounts Manager** |

**The purpose of your position**

As Accounts Assistant your main role is assist the Accounts Manager in providing an effective accounting function to achieve collection and payments. All duties are to be performed according to company procedures and regulatory requirements

**The position requirements and responsibilities**

**Main Tasks**

1. **Bank & Agency reconciliations**

The jobholder is responsible for assisting the Accounts Manager in ensuring that all the Company bank accounts are reconciled on a daily/weekly basis. Making sure that payments are received and banked the same day and transferring any free funds into the relevant investment account in order to maximise income. They must ensure timely and accurate reconciliation and payment of the Company’s insurers accounts in line with the terms of the Agency agreements.

1. **Credit Control**

The jobholder is responsible for monitoring aged debtors and chasing payments as and when necessary.

They must also deal with queries from finance companies and ensure timely management of all monies owed and received.

1. **Bookeeping**

The jobholder will be required to undertake simple bookkeeping duties

1. **Miscellaneous**

Any other duties that may be required by the Accounts Manager and or Managing Director.

***Core Competencies***

* Strong attention to detail and accuracy
* Self motivated and an enthusiastic team player
* Technically aware, able to apply current knowledge to systems
* Proactive, looks for ways to improve processes for greater efficiencies
* Pays attention to costs and proactively looks for places to save costs
* Professional to clients, suppliers and other staff and management
* Likes working to deadlines and being adaptive to business needs
* Contributes to a good working environment
* Interested in studying for accountancy qualifications

**Additional Responsibilities**

* It is expected that all team members help out with general office activities
* From time to time you may be carry out tasks that fall outside your positions remit
* Within reason, you may be required to work outside of your standard contracted hours to meet the needs to the business.
* As part of your ongoing development, you will be required to undertake training in order to meet the requirements of the role and the FCA

I acknowledge that I have read and understood the requirements of the position. I am able to meet the physical requirements of the role and agree to perform the tasks and duties listed. I understand I must complete the required training for this position:

Signed:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dated:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Print name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_