**Job Description **

**JOB TITLE: Accounts Assistant (XXXX)**

**Reports to: Accounts Assistant Supervisor**

**Responsible for - Directly: None**

**Total staff managed: None**

**Working environment: Hybrid**

**Working hours: 37 Hours**

 **Permanent**

**Purpose of role**

* To undertake the role of Accounts Assistant to ensure the accurate and efficient processing and recording of accounts payable and sundry debt invoices for the Council and its subsidiaries.

**Main responsibilities**

**Corporate responsibilities**

* To understand the Corporate Plan priorities and values and contribute to the delivery of these in the provision of high-quality services to internal and external customers.
* Work across the Council to achieve goals and contribute to the delivery of the Council’s objectives.
* Work with a collaborative approach to service delivery across the Council and its subsidiaries.

**Operational responsibilities**

* To match purchase invoices to purchase orders on FMS
* To investigate unmatched purchase orders on a regular basis.
* To accurately input purchase invoices into FMS
* Maintenance of the creditor data base
* Examine VAT entries on documents and referring queries if required.
* Ensure that payments are issued on the appropriate date.
* Assist with the operation of the Construction Industry Sub-contractors’ Income Tax Scheme where appropriate.
* To assist with the production of creditor statistics and reports as requested by management.
* To reconcile creditor accounts on a regular basis
* To respond to queries from suppliers with regard to unpaid invoices/late payment of invoices
* To create sales ledger invoices via FMS
* Monitor customer accounts and respond to customer queries
* Maintenance of the debtor data base
* To assist with the cash management processes – including daily banking, bank reconciliations (ie creating adjustments, journals etc as required) on a daily basis.
* To assist with the Chaps/ DD process, including raising DDM’s direct to invoicing.
Upload the bank statements, add lodgements, payments and create the transfer journals and adjustment journal entries as required on a daily basis.
* To assist in clearing the suspense GL Code (C50), reporting on values o/s on a weekly basis.
* To assist with the reconciliation of 3rd party receipts into bank (ie cashiers cash against bank receipt, car park revenue against bank receipt).
To assist with the stopped cheques process, and un-presented cheques processes, to include monthly reports.
* Assist in daily/ weekly uploading of data as required.
* To provide cover for daily/ weekly cash flow activities as and when required.
* To clear Exceptions daily on PAY360 (formerly CAPITA AIM)
* To undertake any other duties appropriate to the title and grade of the post.

**The above may change subject to consultation with the post holder.**

**This job description sets out the duties and responsibilities of the job at the time when it was drawn up. Such duties and responsibilities may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot in themselves justify a reconsideration of the grading of the job.**

**Person Specification**

1. **Experience/ Knowledge**

**Essential**

* Considerable experience of working in an administrative office environment to non-negotiable deadlines
* Demonstrable experience of working in a customer focused environment
* Excellent IT skills including excel and word

**Desirable**

* Familiar with systemised accounting processes and integrated finance ledgers
* Knowledge of banking procedures
1. **Qualifications & Skills**

**Essential**

* GCSE or equivalent Maths and English
* Focus on strong numeric skills
1. **Personal Qualities and Attributes**
* Excellent communication (oral and written), effectively communicating at all levels internally & externally to the organisation.
* Ability to pay attention to detail and work methodically
* Ability to work independently and as part of a team, self-motivation, adaptability, proactive and a positive attitude.
* Strong organisation skills, able to prioritise own workload and work to deadlines
* Co-ordinating within the team and across services and externally
* Investigating and analytic skills
* Ability to contribute to and work as a member of a team and able to work on your own initiative
* Openness, honesty and integrity and the ability to work with discretion
* Flexibility and enthusiasm
* Personal drive and delivery focused whilst maintaining high quality
1. **Behaviours**
* Effective and open communication.
* Work together.
* Taking Personal Responsibility.
* Putting Great Yarmouth first.
* Respecting others.
* People Focused
* Embracing change.