**Job Description**

**Accounts Administrator**

|  |
| --- |
| **Job Details** |

|  |  |  |
| --- | --- | --- |
| Reporting to: Group Accountant |  | Date: 1st February 2018 |

|  |  |  |
| --- | --- | --- |
| Department: Loo Hire  |  | Location: Wokingham  |

|  |
| --- |
| Responsible for: Accounts Administration |

|  |
| --- |
| **Job Summary** |

The purpose of the role is to collect all monies owing within credit control policies and procedures to ensure that collection targets are met. You must ensure that all credit control responsibilities and duties are carried out accurately and within set time limits, whilst providing a first class service to all our customers. The job holder also deals with all aspects of payroll and Purchase ledger, ensuring that all information is entered on to the company systems in a timely manner, accurately and providing a first-class service to all our suppliers and employees.

|  |
| --- |
| **Key Responsibilities** |

**Administration**

* Providing general secretarial and administrative support to the Board of Directors and Senior Management Team based in Wokingham
* Checking emails and maintaining diary and calendar for the Directors
* Organising internal and external meetings and conference calls and maintaining room booking system
* Collating and typing reports, proposals and contracts, spread sheets and presentations, as required
* Organising agenda’s and record of minutes for various management meetings
* Maintaining the daily site diary as required by the Environment Agency
* Carrying out specific departmental administration duties in line with departmental needs
* Performing tasks associated with ad-hoc management projects and any other reasonable duties as directed by your manager
* Preparing all correspondence and documentation for prospects and customers

**Accounts**

* Sales ledger ‐ ensure invoices are raised / posted accurately and in a timely manner
* Inputting all purchase invoices, credit card purchases on to sage accounts
* Purchase ledger ‐ obtain authorisation from the appropriate person for all purchase invoices
* Monitoring all suppliers to make sure accounts don’t go on stop and advise on when suppliers need paying
* Purchase ledger ‐ obtain authorisation from the appropriate person for all purchase invoices
* Where any discrepancies or issues arise with sales and purchase invoices, raise this with the Financial Accountant in order that a timely resolution can be identified
* Nominal ledger ‐ process payment runs to suppliers based on invoices approved for payment prepared by the Group Accountant
* Reconciliation of the credit card accounts and prepare customer receipts for banking
* Raising cheques for non-purchase ledger payments
* Regularly review debtors for the company and liaise with the Group Accountant to ensure credit control procedures are implemented
* Carry out credit checks on new clients
* Check expenses and receipts to ensure they’re accurately recorded and the supporting documentation is adequate i.e. VAT invoice where applicable.  Ensure that expenses comply with HMRC legislation and raise any queries with the Group Accountant in a timely manner
* Open post each day and distribute to appropriate staff members
* Monitoring office supplies and ordering / purchasing supplies as required
* Maintain stocks of stationery and re‐order when required
* Coordinating maintenance of the photocopier
* Any other duties as required to maintain a safe, clean and happy office environment
* Assist the Group Accountant and Managing Director with any other duties as required

|  |
| --- |
| **Key Skills**  |

* Good oral and written communication skills
* Ability to work to a high level of accuracy with particular attention to detail
* Excellent customer service skills and telephone manner
* Ability to multi task with various activities
* Enthusiastic, efficient, well-motivated and a positive attitude
* Ability to organise and prioritise and to work as part of a small team
* Able to converse at all levels. Will need to have strong interpersonal and relationship building skills. A flexible, pro-active and organised outlook
* Highly motivated and positive individual with excellent mediator and negotiation skills.
* Should be self-managed, obtaining guidance when required with the ability to be able to think outside of the box

|  |
| --- |
| **Health and Safety** |

* To ensure that all personnel, equipment and practices comply with Health and Safety requirements
* To liaise with safety representatives and the Health and Safety department to ensure that Health and Safety initiatives are implemented
* To follow all risk assessments and method statements
* Report all accidents, incidents, and near misses
* To ensure compliance with the full company health and safety policy

|  |
| --- |
| **Working Environment** |

* To maintain all areas to the highest standards of housekeeping at all times
* To monitor, report and progress all damage to the fabric of the plant and equipment
* To ensure that the equipment is operable and maintained according to the Preventative Maintenance Schedule
* Undertake pre-checks as required for all work equipment
* Deal with any spilt material and product in accordance with spill procedures.

|  |
| --- |
| **Compliance** |

* To follow all quality, safety and environmental policies
* To ensure compliance to all objectives for continuous improvement
* To complete any paperwork required, either electronically or in paper format and return it to the office.
* To follow written and verbal instructions given; including any written procedures and processes as relevant to your area of operation.
* To attend any training required, and read any information and newsletters issued to you.

|  |
| --- |
| **Confirmation** |

Please check that the above details are correct and sign below to confirm. Thank You.

**Job Holder:**

|  |  |  |
| --- | --- | --- |
| Name:  |  | Date:  |

|  |
| --- |
| Signature:  |

**Manager:**

|  |  |  |
| --- | --- | --- |
| Name:  |  | Date:  |

|  |
| --- |
| Signature:  |