

JOB DESCRIPTION

JOB TITLE: Accounts Assistant

DEPARTMENT: Accounts

RESPONSIBLE TO: Accounts Manager, Director & Caravan Park/Office Manager

WAGE: TBA

JOB PURPOSE:

We are seeking an Accounts Assistant to deal with all aspects of purchase ledger, payment of wages, electronic filing and to generally assist in the Accounts Department.

CONDITIONS:

The Accounts Assistant works directly with the Accounts Manager, Director, Office Manager and the members of staff who deal with suppliers.

The post holder will have the use of a computer and scanner in the Accounts Office with Sage Line 50, Sage 50 Payroll and Microsoft Office programmes installed on it. At busy times when the office staff are all occupied there would be the need to take telephone calls, answering queries such as opening times and prices.

HOURS:

This could be a full-time or a part-time post. The office opens at 9.00 am. Finish times vary according to the time of year to ensure the smooth operation of the Department. Hours and wages can be discussed at the interview stage. Due to the nature of the tourism industry it is important that the staff have a flexible approach to their work. There are a total of 28 days holiday per year, holidays cannot be taken during the school holidays or on Bank Holidays as these are our busiest times. The office is closed for several days over Christmas, this year it is the 23rd to 26th December 2017 and the 1st January 2018. There is a half an hour unpaid lunch break. When the Leisure Park is open there is the opportunity to purchase food for lunch with a 50% discount.

SKILLS:

- Fully computer literate with experience of Sage Line 50, Sage 50 Payroll, Excel, Microsoft Word and Outlook.
- Excellent attention to detail.
- The ability to communicate effectively both in writing and verbally.
- Tactful, sensitive approach when discussing confidential, financial matters.
- Good organisational skills.
- Self motivated to organise workload and achieve deadlines.

WORK TASKS:

The Accounts Assistant will be involved in the following tasks:

- Dealing with the Accounts Department's post and emails.
- Accurately entering data from suppliers' invoices on to Sage Line 50 in the relevant nominal codes for the three companies.
- Weekly processing of the staff's wages and pensions using Sage 50 Payroll and Nest Pensions.
- Contacting suppliers, factors and staff on a daily basis regarding queries.
- Setting up accounts with new suppliers and entering them onto the accounts system.
- Checking statements for discrepancies.
- Checking to make sure all invoices have been received for the three Parks and following up any missing ones & cross checking delivery notes.
- Liaising with the members of staff who order supplies for the three Parks so that checks can be made to ensure the correct charges/discounts have been applied to invoices received.

- Electronically scanning invoices and statements and filing them in the correct categories using Rack2filer software.
- Dealing with cash counts and reconciliations.
- Cashing up tills.
- Printing the BACS payments file ready for approval prior to uploading the file to the bank.
- Inputting data onto the computer such as takings, petty cash, credit card payments, etc.
- Entering wage analysis and transferring to Sage.
- Taking telephone calls, answering queries such as opening times and prices when the office staff are occupied.
- Working in the entrance kiosk and shop to cover staff breaks if required.
- Any other duties which may arise.