

Job Description

JOB TITLE: ACCOUNTS ASSISTANT

MAIN PURPOSE OF JOB

- To ensure the swift, accurate and timely processing of accounts in line with company policy and procedures.
- To provide backup information and support for the Accountants.
- To ensure all work is completed to agreed timelines.

RELATIONSHIPS AND PERSONAL ACTIVITIES

Directly responsible to:

Accountants

Relationships with:

Accounts Assistants, Company Managers, other dealership staff & internal and external customers.

DEPARTMENT OBJECTIVES AND KEY TASKS (but not limited to)

- To take turns in downloading the daily transactions from the company bank account.
- To identify direct debits on bank account and enter on summary, enter direct debit summaries on purchase/ nominal/ sales ledger as appropriate.
- To ensure all direct debit payments are checked and cross referenced to the corresponding documentation.
- To download from Volkswagen systems various invoices and credit notes.
- To check all purchase invoices match the service provided, with the relevant authorisation/order number given, and the agreed cost.
- Accurate coding of invoices.
- Distribute ledger invoices to departmental managers for signing, enter ledger details onto daily banking summaries.
- Reconcile all individual purchase ledger accounts to supplier statements.
- Pay suppliers by BACS monthly, checking terms and payment details are correct.
- Control and monitor the petty cash tin ensuring that no monies are given out without receipts or authorisation from a departmental manager.
- Maintain petty cash records.
- Stick to a planned programme of work to ensure no last minute rush before the end of month accounts. This plan should also meet the needs of others.
- To accurately maintain document control systems. Does this mean filing?
- To constantly review all areas of responsibility and discuss with the Accountants any ideas for improvement or change.
- To provide holiday cover for the person responsible for daily banking. This involves: collecting cash and credit card payment slips and other departmental paperwork for accounts; and ensuring that all monies are banked and ledgers updated each day.



COMMUNICATION

- Be mindful of the confidential nature of the work of the department at all times.
- Develop and maintain good working relationships with other members of the accounts team and dealership colleagues.
- Listen attentively and use questions and observation to establish colleagues' needs.
- Use appropriate language when speaking to another person where they are not familiar with accounting processes.
- Ensure courteous use of telephone, adhering to company policies, internally and externally.
- Effectively liaise with customers to cultivate professional business relationships.
- Maintain a high standard of conduct at all times.

WORKING HOURS

Monday to Friday (4 or 5 days negotiable)
8.30am until 5.00pm with ½ hour lunch each day