

# ACCOUNTS ASSISTANT



REPORTING TO:  
FINANCE DIRECTOR

FULL TIME  
PERMANENT

HYBRID WORKING  
OFFICE BASED  
TUNBRIDGE WELLS

## JOB DESCRIPTION

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As an Accounts Assistant specialising in Accounts Receivable, you will play a vital role in the financial operations of our organisation. This position offers a unique opportunity to gain practical experience and develop essential skills. Working closely with the Finance team, you will be responsible for assisting with accounts receivable processes, learning financial procedures, and contributing to the overall success of the Finance department.

## KEY RESPONSIBILITIES

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This is a varied role that will depend on the requirements and activities of the team but will broadly encompass the below responsibilities.

- Accounts Receivable Support:
  - Assist in the processing of customer invoices and credit notes, ensuring accuracy and compliance with company policies.
  - Match purchase orders and invoices to ensure proper documentation and approval.
  - Handle inquiries from customers and internal stakeholders regarding invoice status, receipts, and discrepancies.
  - Liaise with the sales team monthly and update the subscription billing schedule to ensure accurate billing at month end
- Financial Data Entry and Record Keeping:
  - Enter financial transactions into the accounting system accurately and timely.
  - Maintain organized and up-to-date records for all accounts receivable transactions.
  - Assist in reconciling customer statements and resolving discrepancies.
- Bank reconciliations:
  - Prepare regular bank recs and post bank journals to be reviewed by senior management
- Financial Reporting:
  - Provide support in generating accounts receivable reports, such as aging reports, to aid decision-making.
  - Assist with financial analysis to identify trends and identify process improvements.
- Credit control:
  - Maintain and update the credit control report.
  - Actively chase overdue invoices in order to maintain debtor days KPI.
  - Liaise with internal stakeholders to assist in chasing debts.
  - Present credit control report to Finance team bi-weekly.
- Compliance and Controls:
  - Adhere to company financial policies and procedures to ensure compliance with internal and external regulations.
  - Assist in audits and assist with the resolution of audit findings.
- Collaboration and Teamwork:
  - Work collaboratively with colleagues in the Finance department and cross-functional teams to achieve departmental and company objectives.
  - Support other team members as needed, contributing to a positive and productive work environment.

## PERSON SKILLS

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- GCSEs or equivalent qualifications, including English and Mathematics.
- Basic understanding of UK accounting principles and familiarity with accounts receivable processes (preferred).
- Proficiency in Microsoft Office applications, especially Excel.
- Strong numerical aptitude and attention to detail.
- Excellent verbal and written communication skills.
- Ability to work independently and as part of a team.
- Discretion in handling sensitive financial information.