

VERSION 1  
OCTOBER 10, 2019



## JOB DESCRIPTION

ACCOUNTS ASSISTANT

PREPARED BY: MARK PARSONS

MICRON COMMUNICATIONS LIMITED  
UNIT 3B COLDHARBOUR BUSINESS PARK  
SHERBORNE DORSET DT9 4JW

<b>Title:</b>	Accounts Assistant
<b>Reports TO:</b>	Financial Controller
<b>Escalation:</b>	Finance Director

### PURPOSE OF JOB ROLE:

As part of the Accounts team you will assist the with day to day duties, data inputting and housekeeping. Providing direct support to the Financial Controller.

You will maintain and develop an understanding of the products and services Micron offers.

### KEY ACCOUNTABILITIES

Below, are a list of activities/duties generally involved in the role, some areas detailed will be secondary support. The list is non-exhaustive, and the employee will from time to time be asked to fulfil other duties as directed by the Management Team.

- Housekeeping of databases, including maintaining of accurate records with the CRM
- Collating financial reports
- Expenses
- Direct Debits
- Credit control
- Data inputting from Project Completion into database and closing
- Assisting Accounts department with general data input
- Purchase invoices
- Credit cards
- Filing electronically of account documents
- Maintaining accurate records for customer/suppliers
- Assisting with contracts
- Up keep of bespoke billing platform
- General admin duties as required
- Sales orders and sales invoicing

### QUALIFICATIONS & EXPERIENCE

- Minimum 2 years' Admin / office experience
- Experience in a similar role as an Accounts Assistant (an advantage)
- Netsuite ERP (prior knowledge not essential but an advantage)
- Good knowledge of MS Office – Word, Excel, Outlook

**SKILLS & BEHAVIOURS**

- Proactively priorities workload
- Self-motivated and highly organsied
- Exceptional attention to detail
- Excellent communication skills, verbal and written
- Enthusiasm to improve knowledge levels at every opportunity
- Excellent timekeeping and time management
- Supportive and helpful team member

To be kept in staff file:-

I have read and understand all the contents of this job description. This job description describes the principal purpose and main elements of the job. It is a guide to the nature and main duties of the job as they currently exist but is not intended as a wholly comprehensive or permanent schedule and is not part of the contract of employment. Therefore, you may be required from time to time to carry out tasks requested by the Management/Directors.

Employee name: \_\_\_\_\_

Employee signature: \_\_\_\_\_

Date: \_\_\_\_\_

Directors signature: \_\_\_\_\_

Date: \_\_\_\_\_