

PREPRARED by: Tina whitmarsh

micron communications limited

unit 3b coldharbour business park sherborne dorset dt9 4jw

Job Description

Finance Assistant

Version 1

January 9, 2020

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| **Title:** | Finance Assistant |
| **Reports TO**: | Financial Controller |
| **Escalation:** | Finance Director |

## PURPOSE OF JOB ROLE:

As part of the Accounts team you will provide direct support to the Financial Controller. You will be responsible for; bank reconciliation, supplier and customer queries, processing expenses and credit cards. You will also assist with maintaining the billing platform; this will include billing reconciliation.

You will contribute towards the Accounts teams objective and individual objectives agreed through the appraisal process. 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.

* Bank reconciliation and month end reporting
* Assist with processing monthly payroll
* Direct Debits
* Maintain and assist of billing platform
* Supplier and customer reconciliation
* Expenses
* Credit cards
* Credit control (provide cover)
* Data inputting from Project Completion into database, Sales orders and sales invoicing and closing
* General admin duties including data input
* Purchase invoices
* Assisting with contracts
* Provide holiday and sick cover for other team members when required

QUALIFICATIONS & EXPERIENCE

* 2 years minimum bookkeeping experience
* 2 years minimum bank reconciliation experience
* 1 year minimum payroll experience
* Netsuite ERP (prior knowledge not essential but an advantage)
* Good knowledge of MS Office – Word, Excel, Outlook

SKILLS & BEHAVIOURS

* Proactively prioritise 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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

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