

PREPARED by: KATIE ROCHESTER

micron communications limited

unit 3b coldharbour business park sherborne dorset dt9 4jw

ASSISTANT ACCOUNTANT

Version 1.0

November 14, 2023

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| **Title:** | Assistant Accountant  |
| **Reports to**: | Head of Finance |
| **Escalation:** | Managing Director |

## PURPOSE OF JOB ROLE

As part of the Accounts team, you will provide direct support to the Head of Finance. You will be responsible for a full range of accounts duties; bank reconciliation, cashflow monitoring, sales and purchase ledger, our monthly billing platform. Along with assisting with month end accrual and deferral journals and producing month end reports.

You will work closely with the Credit Controller, providing support with queries and managing delegation of tasks through to completion.

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.

* Processing and approval of sales handovers and entering of sales orders into NetSuite
* Responsible for supplier and customer reconciliation through NetSuite
* Accountable for spot checking the closing / completion of projects and sales invoicing
* Champion the billing platform Elevate; maintain, process and oversee rental charges, produce the bill run and produce guides and profitability reports
* Ensure all purchase invoices have been processed by the team
* Monitoring cashflow/Agicap
* Assist with all month end duties including the preparation and production of month end reports and journals.
* Overseeing, producing and processing mid-month and monthly supplier payment run
* Payroll – implementation of monthly payroll figures to NetSuite
* Ensure Pension records are maintained and processed monthly alongside payroll
* Bank reconciliation daily
* Credit control, processing monthly direct debit, download / distribute and processing credit cards though NetSuite (2nd line cover)
* Assisting with contracts (2nd line support)
* Take part in the OPPS meeting to provide operational feedback and improvements to the business
* Providing cover for the Head of Finance and being secondary point of contact for the team. This will involve morning meetings, escalations and running cash flowRespond to customer queries in a timely and professional manner
* Assisting of monthly customer statements (2nd line support)
* Mentor / train new members of the team

QUALIFICATIONS & EXPERIENCE

* AAT level 2 or 3 part/qualified or qualified by experience
* Proven track record in bookkeeping and bank reconciliation
* Good understanding and experience of payroll
* Netsuite ERP (prior knowledge not essential but an advantage)
* Good knowledge of MS Office – Word, Excel, Outlook

SKILLS & BEHAVIOURS

* Proactively prioritise workload with ability to balance multiple tasks with ease
* Self-motivated and highly organised
* Exceptional attention to detail
* Demonstrable experience of strong customer service, including building relationships with employees and external stakeholders
* Excellent communication skills, verbal and written
* Enthusiasm to improve knowledge levels at every opportunity
* Excellent timekeeping and time management as well as being deadline driven
* Supportive and helpful team member
* Promote a professional, positive and friendly working environment

TRAINING

We will support individuals to maintain their technical knowledge required for them to fulfil the requirements of their role, this will be a combination of internal training, suppliers training and the scope to include professional training courses subject to approval / budget.

Training needs will be identified through 1 to 1’s, annual reviews and development plans, this is not limited to technical knowledge it will include; customer service, soft skills and managerial, these will be discussed and agreed with the Directors and HR.

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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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HOD / HR signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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