

PREPRARED by: Katie Rochester

micron communications limited

Motivo, Bluebell Way, Yeovil, BA20 2FG

Job description

Accounts administrator

Version 1.1

January 21, 2025

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| **Title:** | Accounts Administrator |
| **Reports to**: | Head of Finance |
| **Escalation:** | Managing Director |

## PURPOSE OF JOB ROLE:

You will be a key member of our Accounts Team, assisting with the smooth operation of the department. You’ll be working closely with all members of the team and will provide effective and efficient administration support.

KEY ACCOUNTABILITIES

Below is a list of key activities associated with the role. 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.

* Accurately entering Sales Handovers onto Netsuite by approving paperwork handed over by the Sales Team and entering this into a Sales Order.
* Basic procurement/general ordering for office requirements.
* Providing cover for Procurement in holidays and busy periods if required.
* Arranging of paperwork to be raised for DHL/Courier.
* Liaising between Procurement and Projects, chasing of orders and ensuring other departments are kept up to date at all times.
* 2nd Line support for the monthly billing platform, Elevate, this will involve the checking and entering of rental changes, reconciliation of all ISP invoices and general housekeeping changes.
* Entering and checking Supplier Invoices
* Oversee Housekeeping of Accounts on all 3 platforms, liaising with customers to ensure we have all up to date Account information.
* Checking and reconciling Sales Ledger.
* Providing efficient support for Credit Control and Sales Ledger-related tasks where necessary.
* Support the Head of Accounts as and when needed.
* To assist the HR Manager as required during peak periods.

QUALIFICATIONS & EXPERIENCE

* Proven track record in a support role, ideally within a Finance or Accounts team
* Knowledge of accounts process (Advantage)
* Netsuite ERP (prior knowledge not essential but an advantage)
* Good knowledge of MS Office – Word, Excel, Outlook

SKILLS & BEHAVIOURS

* Proactively priorities a busy and varied workload with great time management.
* Self-motivated with a flexible approach and ‘can-do’ attitude.
* A thorough and organised approach with excellent attention to detail and a drive to produce high quality work.
* Excellent customer service and communication skills.
* Supportive and helpful team member with great interpersonal skills to build strong cross departmental relationships.
* Ability to work with a range of internal and external people.
* Enthusiasm to improve knowledge levels at every opportunity
* A flair for maintaining calm and order within a demanding environment which is subject to busy and sometimes unexpected periods.
* Ability to work independently and to take responsibility, seeking advice and support where necessary.

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 may 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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