

Job Description – Finance Assistant

Agreement to fulfil the accountabilities of the job

Job Profile

Position Title:	Finance Assistant
Purpose of the Role:	<p>ABEC provides Design, Build and Aftercare services in BMS, EPMS, PLC, IOT and Analytics to multiple industries across EMEA.</p> <p>This is a fast-growing company operating in the UK & Ireland, Europe and the Middle East with exciting growth and expansion plans. The main offices are in Tewkesbury and Wokingham with most of the workforce being mobile or remote.</p> <p>The Finance Assistant will support the accounts department in the running both Sales and Purchase Ledger and any other duties reasonably requested by the line manager. This is a diverse role that has responsibility for ensuring the ledgers are accurate.</p>
Division/Department:	Finance
Location:	Tewkesbury (office based)
Reports to:	Viola Wolinska
Title:	Accountant
Salary & Benefits:	
Probationary Period:	6 months
Performance Review Date:	6 months from start date
Type of position (FT, PT, apprentice etc):	Full time
Hours of work:	8.45 am – 5.15 pm, Monday – Friday (Full Time), 37.5h per week

My duties and responsibilities in this position are:

1. Assist in management of the sales ledger for the business, ensuring accurate and timely postings of applications and invoices.
2. Assist in management of the application process and content of the Sage Construct (or prevailing system), ensuring accuracy in postings and content, liaising with other staff where necessary.
3. Process sales applications and invoices on the prevailing accounting system(s) and in line with the finance reporting calendar.
4. Assist in management of the purchase ledger for the business, ensuring accurate and timely postings of all applications and invoices, liaising with other staff where necessary.
5. Process purchase applications, invoices, and payment certificates in line with the finance reporting calendar.

6. Assist in preparation of month end accounts.
7. Managing daily workload assisting the accounts team to ensure that finance/company deadlines are achieved consistently.
8. Any other duties as reasonably requested by line manager.

I will achieve the following results in this position:

I will meet these standards while working in this position:

1. I will always demonstrate the ABEC Core Values.
2. I will always carry out my work to the highest standard.
3. I will always be a strong advocate for ABEC.
4. I will take ownership and accountability for my team.
5. I will adhere to the highest standards of ethical and professional behaviour.
6. I will role model and adhere to the policies and procedures for the business.

I already have or will quickly develop the following knowledge, skills and abilities needed for this position:

1. Excellent written & verbal communication skills.
2. Highly motivated and organized.
3. Ability to multitask & prioritise.
4. Comfortable working as part of a team or on own.
5. Excellent Microsoft Office Skills.
6. Proactive approach to work.

I have the following experience which is needed for this position:

1. Experience in processing either sales or purchase invoices
2. Being familiar with Sage Line 50 or similar software

I will meet these other/special requirements for this position:

I will follow our Policies and Procedures:

Refer to Employee handbook

I will start work on / This Job Description is effective from:

TBC

Please delete the following Y/N responses as appropriate:

- Y / N I have reviewed and understand this Job Description.
- Y / N I commit to doing whatever it takes to be successful in this position.
- Y / N I recognize that my remuneration will reflect my success and the company's success.
- Y / N I will always communicate honestly and openly with my employer and colleagues.
- Y / N I will ask for help when I need it.



Reviewed and agreed to by: Name: Position Title: Signature: Date:	
Witnessed by: Name: Position Title: Signature: Date:	Viola Wolinska Accountant