

<b>Post Title:</b>	Part Time Accounts Assistant
<b>Salary:</b>	£22,000 – £25,000 per annum pro-rata (£12.00 - £13.75 per hour)
<b>Contract:</b>	12 month fixed term (maternity cover)
<b>Work pattern:</b>	Flexible hours, between 21 to 35 hours per week
<b>Locations:</b>	London, Islington N1
<b>Directly reporting to:</b>	Finance Manager

<b>Job purpose:</b>
To maintain accurate accounting records using Sage 50 Accounts, and assist the Finance Manager by providing timely and accurate financial information.

<b>Principal Responsibilities:</b>
<p>The post holder will ensure:</p> <ol style="list-style-type: none"> <li>1. Day-to-day accounting using Sage 50 Accounts</li> <li>2. Posting bank payments and receipts, reconciliation of bank accounts and producing cash flow forecasts</li> <li>3. Raising and posting sales invoices, sales orders and producing sales ledger monthly statements</li> <li>4. Posting supplier invoices and reconciling at month end to supplier statements</li> <li>5. Preparing periodic payment batches for suppliers</li> <li>6. Recording stock purchases and issues through Sage' Sales Order and Purchase Order modules</li> <li>7. Maintaining accounts filing systems</li> <li>8. Any other admin duties as required.</li> </ol>

<b>Principal Accountabilities Competencies &amp; Attitudes</b>
<p>Your track record will encompass these skills and demonstrate:</p> <ol style="list-style-type: none"> <li>1. Minimum of 2 years' experience working in a multi company finance function – preferably in a commercial or franchise business</li> <li>2. Sound knowledge and practical experience of Sage 50 Accounts</li> <li>3. Fully computer literate, with good working knowledge of Excel and Word packages</li> <li>4. Attention to detail with good written and spoken English – able to handle all internal and external correspondence</li> <li>5. Using own initiative to resolve day-to-day problems and issues with internal and external suppliers and customers.</li> </ol>

<b>Behavioural Competencies</b>
<p>The post holder will be expected to undertake their duties demonstrating the following core competencies:</p> <ul style="list-style-type: none"> <li>• A commitment to the company</li> <li>• Effective communication and positive influencing skills</li> </ul>

- A customer-focused attitude
- An openness to change
- An appreciation of equality at work
- A spirit of team working with colleagues across the organisation
- At all times working efficiently, effectively and flexibly.

**Please note - this is a description of the duties and responsibilities of the job at date of publication. The duties may change over time as requirements and circumstances change. The post holder may have to carry out other duties as may be necessary from time to time.**

Person Specification			
<p><b>Please Note</b> - this person specification sets out the <u>essential</u>, skills, knowledge, experience and abilities required in order to effectively carry out this job. The criteria set out below, will be used when assessing your application form and in any of the questions you will be asked if you were called to attend an interview. It will be used to identify your suitability for the job. Therefore, when completing the application form please address these criteria.</p>			
<p><b>X indicates where evidence will be gathered and assessed, it may be gathered from either one, two or all three of the following and may be substantiated by consulting your referees:</b></p>	Method of Assessment		
	Application	Interview Q & A's	Test
1. Knowledge & Experience			
1. Knowledge and experience of Sage 50 Accounts	x	x	x
2. At least 2 years work experience	x	x	
3. Knowledge of double entry book keeping with good technical skills		x	x
4. Experience of MS Excel and Word		x	x
2. Skills & Abilities			
9. Effective verbal communication skills	x	x	x
10. Numerate and literate to a standard which will ensure the success of the job role – preferably degree level education		x	x
11. Excellent written and spoken English	x	x	x
12. Proficient key board skills		x	x
13. Ability to input, and retrieve information using Sage 50 Accounts system		x	x
14. Ability to write and present short reports/proposals to management		x	x
15. Ability to work unsupervised and plan, organise and manage own work to meet deadlines		x	

16. Presentation skills – ability to prepare accurate, correctly formatted and easily understood documentation		X	X
17. Ability to positively influence others, without being in a position of formal authority, to provide relevant information on time		X	
18. Able to resolve difficult situations professionally and with a positive outcome		X	
19. Skills to effectively communicate with a wide range of people i.e. outside agencies, suppliers in writing (i.e. letters, emails), face to face and over the phone		X	X
20. Able and willing to work as part of a team, taking responsibility for own accountabilities whilst supporting and sharing knowledge with others to achieve company goals		X	
21. Understanding the importance of team work		X	
22. Able to anticipate factors likely to cause problems to take initiative to seek out viable solutions		X	
23. Able to act professionally as an effective company representative promoting the image and goals of the company		X	
<b>3. Special Requirements: Competencies and Attitudes</b>			
1. Commitment and a pro-active approach with a focus on results		X	
2. Contributing ideas for company improvements		X	
3. Willing to take responsibility for personal development		X	
4. Willing to work flexible hours as required		X	
5. A commitment to achieving company goals.		X	