

# Accounts Admin Assistant

## JOB SPECIFICATION

<b>Employer</b>	Data Locator Group Ltd	<b>Reports to</b>	Marco Del Greco
<b>Hours</b>	Mon to Fri 9am -5:30pm (Full Time)	<b>Salary</b>	£18,000 - £22,000
<b>Location</b>	The Belfry, Sunningdale, Colonial Way, Watford, Hertfordshire, WD24 4WH.		

### Job Purpose

This is predominantly an admin role within the Accounts department to provide a robust finance function to support the company achieve its strategy.

### Key Responsibilities

- To apply receipts to relevant invoices/ accounts
- To manage invoice entry on the purchase ledger from the purchase order system - invoice approval distribution, coding correctly and transferring to Sage
- To administer purchase orders to budget managers
- To perform Purchase Ledger account reconciliations
- To deal with incoming accounts emails/queries when received
- Setting up new customers/suppliers
- To assist in checking and entering staff expenses and credit cards
- To run the daily and monthly sales invoicing/self-billing process.
- To undertake projects or ad hoc work as requested
- Assist with the credit control function – chasing debt and sending statements

### Key Skills

- Experience of working in an accounts department
- Capable of communicating across all levels of the business
- Basic Excel skills
- Previous experience using Sage preferable
- Proactive and organised
- Working towards AAT preferable

#### How to apply

Email your **CV** to:

Debbie Cobb at [recruitment@dlg.co.uk](mailto:recruitment@dlg.co.uk)