

# Accounts Assistant

## JOB SPECIFICATION

<b>Employer</b>	Data Locator Group Ltd	<b>Reports to</b>	Finance Manager
<b>Hours</b>	Mon to Fri 9am -5:30pm (Full Time)	<b>Salary</b>	<i>Depending on experience</i>
<b>Location</b>	The Belfry, Sunningdale, Colonial Way, Watford, Hertfordshire, WD24 4WH.		

### Job Purpose

To assist in providing a robust finance function to support the company achieve its strategy.

### Key Responsibilities

- To enter bank statements onto the system, applying payments to relevant invoices/ accounts
- To set up both domestic and foreign payment runs
- 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
- To assist in checking and entering staff expenses
- To help manage and run the sales invoicing/self billing process and monthly sales reconciliation process
- To support in meeting the requirements of year end reporting and external audit
- To undertake projects or ad hoc work as requested
- To raise sales invoices on a daily and monthly basis
- To help in preparing the sales commission calculation and assist with handling sales commission queries
- To help manage Petty Cash and reconcile on a monthly basis
- 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
- Pro active and organised
- Working towards AAT

### How to apply:

Email your **CV** to:

Gemma Upton at [recruitment@dlg.co.uk](mailto:recruitment@dlg.co.uk)