

Job Description

JOB TITLE:

Accounts Officer

SUMMARY OF OBJECTIVES:

Prefabricated Access Suppliers' & Manufacturers' Association Ltd (Pasma) are currently looking to recruit a self-starter who will be responsible for the purchase and sales ledger of the company, including bank reconciliations and basic maintenance of records.

DUTIES & RESPONSIBILITIES:

- Establish and maintain accurate records of all sales, purchases and payments to and from the Company.
- Record and reconcile payments received / disbursed and reconcile with bank records.
- Ensure efficient credit control is maintained, by the implementation of appropriate stop / query and follow up systems.
- Assist with providing information for various financial reports and records requested by the Company's accountants to complete yearend audit.
- Maintain an orderly accounting filing system
- Meet agreed KPI's (key performance indicators) in respect of your duties.

Sales ledger

- Raise and issue sale invoices on a weekly / monthly basis
- Issue monthly statements
- Daily, weekly and monthly credit control, ensuring efficient credit control is maintained
- Processing credit card payments over the phone (UK & international)
- Resolving member invoice and account queries

Purchase ledger

- Review purchase invoices and enter purchase invoices on Sage using Auto Entry
- Raise queries (if purchase invoice doesn't match the order on Sage).
- Ensure purchase invoices are approved by appropriate Head of Departments.
- Assisting with weekly / monthly BACS process
- Manage international payment process for regional reps (follows process

above – plus using world first to purchase the currency).

- Reviewing supplier statements against Sage and resolving queries.
- Entering purchases made using company card on Sage.
- Review employee expense claim and enter on Sage using Auto Entry

Month end

- Assist with month end process including, weekly bank reconciliations (record and reconcile payments received / disbursed and reconcile with bank records).

REPORTING TO:

Head of Finance

WORKING HOURS:

Part Time
Temporary with a view permanency
16 hours per week (weekdays only)
Flexible Working Hours within core rota
Flexible home working may be considered

SALARY:

£9.30 (GLW Employer)

BENEFITS / REWARD PACKAGE (only applicable if position is made permanent):

Life Insurance
Private health insurance
Pension scheme
Flexible working

START DATE:

Approx. early May 2021 - negotiable

CLOSING DATE:

TBC

INTERVIEW DATE:

TBC