

## JOB PROFILE

### TRAINEE ACCOUNTS ASSISTANT (NOMINAL LEDGER)

**Monday to Friday 37.50 hours per week**

This position is accountable to the Management Accountant Mrs Rebecca Watson and reports to Mr Adam Ross Trainee Management Accountant on a daily basis. The successful candidate will be trained in respect of the areas of responsibility as detailed below.

The post holder will be working with a busy accounts team and will be expected to provide support to ensure that a consistent and fully operational service is maintained. They will also be expected to ensure efficient communication is maintained with both internal and external customers.

Once the post holder can demonstrate their capabilities within this role the Company would look to providing support should they wish to study for a professional qualification compatible with this role.

#### **Particular areas of responsibility will be: -**

- General ad-hoc duties to provide assistance to the Management Accounts team.
- Provide cover for cash book:
  - Creation of bank summary, balancing to HSBC reports on a daily basis. This information should be passed onto management as a priority
  - Spreadsheet of Scania chassis payments due, showing monies received and passed to sales admin before mid-day.
  - Informing sales department and management of all monies received for vehicle sales.
  - Creation of Excel spreadsheet reflecting cash book entries
  - Processing of all cash book entries onto the Kerridge system on a daily basis.
  - Daily banking of all monies, ensuring that all supporting documentation is obtained and filed accordingly prior to depositing with the bank.
  - Raising of all manual cheques and telegraphic transfers in line with company policies and procedures and passing relevant documents to purchase ledger.
  - Liaise with Lloyd's bank.
- Assisting with the creation and distribution of management accounts packs.
- To undertake training on the Kerridge system which is an internal accounts system specifically designed for the automotive industry.

#### **Candidates should be able to demonstrate: -**

- ✓ The ability to work as a team player in a busy department
- ✓ Computer literate (Basic Excel and Word)
- ✓ Able to demonstrate accuracy and attention to detail
- ✓ Ability to work on own initiative under pressure and adhere to strict deadlines.
- ✓ Excellent communication skills