

Position Profile – Accounts Assistant (Reconciliations & Controls)

Title	Accounts Assistant (Reconciliations & Controls)
Purpose	You will be responsible for reconciling the recharge, promotional and control accounts on the company's balance sheet. This role is key to ensuring the company invoices and recharges clients efficiently and effectively, in order to meet payment deadlines and maintain cash flow. A large part of this role will be identifying and investigating outstanding entries to the general ledger.
Reports to	Accounts Processing Team Leader
Direct Reports	None
Key Areas of Responsibility	<ul style="list-style-type: none"> You will be responsible for efficient, timely and accurate reconciliation of the ledger control accounts and will investigate in depth, and to resolution, any items not reconciled as part of the normal process to result in a clear account by month end deadlines. You will liaise with internal employees and external stakeholders/suppliers with a view to understanding and resolving the outstanding items and ensure avoidance of reoccurrence. You will raise invoices where necessary to clear the accounts. The above is not exhaustive and is subject to change. You will carry out any other reasonable task or tasks in connection with the job function, as requested by your manager.
Technical Competencies	<p>Career Experience</p> <ul style="list-style-type: none"> Previous experience in Sales Ledger and a reconciliation role is desirable. Demonstrable experience of good customer service, including building relationships with employees and external stakeholders/suppliers. Previous experience of computerised accounting systems is essential, preferably SAP. Previous experience to work from spreadsheets and within the automated Finance ledger system to review and reconcile transactions processed within the team is essential. <p>Qualifications</p> <ul style="list-style-type: none"> Part-qualified AAT or equivalent qualification desired Educated to a good level of general education, to include literacy and numeracy. <p>Required Skills</p> <ul style="list-style-type: none"> Has the ability to use Excel to an intermediate level in order to download and manipulate data for reconciliation. Has the ability to use computerised accounting systems, preferably SAP. Has the ability to work as part of a team and processing to deadlines in a changing environment whilst ensuring attention to detail and quality of work. Has a strong customer service focus and the ability to build effective working relationships with employees and external stakeholders/suppliers is essential. Has the experience and confidence to query transactions that have been processed or require processing to ensure the team comply with financial regulations.