



# ACCOUNTS CLERK



## ABOUT THE ROLE

The Job holder will be providing a range of accounting services towards the production of monthly management accounts and the accounting process.

Reports to: Management Accounts Clerk Team Leader

Responsible to: Financial Controller – Group Services

## KEY RESPONSIBILITIES

### 1. CASHBOOK

- Keep the cashbook up to date on a daily basis by inputting relevant data.
- Carrying out daily reconciliations to bank statements (largely automated process).
- Other daily treasury administrative duties.

### 2. PERIOD END PROCESSING

- Period end the purchase ledger: create accruals, review the aged creditors for any outstanding issues and reconcile to the general ledger.
- Collate/code intercompany charges.

### 3. RECONCILIATIONS

- Fixed Asset Ledger reconciliations
- Other control account reconciliations.

#### 4. MONTHLY & LUNAR PAYROLL

- Ensure that Lunar paid employees' weekly timesheets are processed for payment by collecting all site timesheets ensuring they are properly authorised and entering the number of hours worked onto the payroll system.
- Ensure that variable commission payments are processed for monthly paid employees according to the payroll calendar.
- Review mileage claims.

#### 5. OTHER

- Council tax administration for all new properties
- Raise sales invoices and issue to customer.
- Perform a variety of other accounting tasks as requested by Financial Controller Group Services such as assisting with any information requests, bank queries, ad hoc reconciliations, forecast updates and half year end and year end reporting.
- Contribute to improving the business and enhancing the reputation of the company by putting forward new ideas and by implementing change when requested to do so.
- Promote and act in accordance with Group values, systems, policies, and procedures.

#### THE PERSON

What kind of person are we looking for?

- A formal accountancy qualification is not a pre-requisite for this position.
- Preferable to be undertaking study e.g. AAT/CIMA.
- Strong reconciliation, mathematical and organisational skills essential.
- Effective working relationships are an essential part of daily working life.
- The focus in this role is both: -
- Internal: Colleagues within Group Finance and the Operating Divisions; and
- External: Councils

These are illustrative duties and the job holder will be expected to become involved in a range of work to enable the department to respond effectively to the requirements of the Company.