



TRAINEE MANAGEMENT ACCOUNTS CLERK



ABOUT THE ROLE

To carry out a variety of accounting tasks underpinning the accurate updating of accounting records and control reconciliations.

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

Responsible to: Management Accounts Team Leader

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).

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.
- Production of management accounts for small group companies.

3. RECONCILIATIONS

- Fixed Asset Ledger reconciliations
- Other control account reconciliations.

4. MONTHLY & LUNAR PAYROLL

- Ensure that Lunar paid employees' 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.
- To perform variety of other accounting tasks as requested by Financial Controller Group Services.
- Manage and maintain an effective filing system, ensuring that filing is completed on a regular basis so all records are kept up to date and in a neat and logical order.
- Ensure familiarity with Redrow Group's Health, Safety and Environmental policies and comply with employee responsibilities.
- At all times comply with Redrow policies, procedures and instructions.
- 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.
- Work in an organised manner and ensure all paperwork is kept accurately filed/stored in a tidy desk/office environment.

THE PERSON

What kind of person are we looking for?

- Good standard of education and Maths GCSE are required
- Typing and computer skills including knowledge of Word and Excel
- Numerate and excellent attention to detail
- Understanding of accounting fundamentals
- Experience of working to deadlines
- Good communication skills including a good telephone manner
- Good time management skills
- Flexible with a willingness to support other accounts team members with ad-hoc tasks

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- Works effectively as part of a team and will to take instructions from other team members and prepared to seek guidance when confronted with new tasks or issues.
 - Strong initiative, pro-active and adaptable
 - Ability to take on board any comments arising from review of work, and incorporate these points into their work going forward.
 - Prepared to take responsibility for tasks undertaken and ensure completed fully.
 - Completion of professional exams would be expected
 - Early stages of accounting qualification (AAT or similar) would be desirable
 - Experience in an accounts department would be desirable

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.