



Job Title: Accounts Assistant
Department: Accounts Department
Responsible To: Finance Manager

Job Summary:

To assist the Finance Department with the accounting function to ensure that all the required outputs are delivered on time, are accurate and legally compliant to meet internal and external needs.

Main Duties & Responsibilities:

- 1) To ensure all information and documentation (both written and computerised) is kept confidential and to maintain discretion.
- 2) To ensure that the service complies with the Data Protection Act.
- 3) Taking a proactive role in managing and collecting debts of company.
- 4) Preparation of monthly payroll using accounting software.
- 5) Preparation and processing of Weekly and Monthly Payments to suppliers by BACS (HSBC Net).
- 6) Preparation and processing of Monthly Direct Debit Collection.
- 7) General ledger journal entries, credit card and bank account reconciliation.
- 8) Handling communications with clients and vendors via phone, email, and in-person.
- 9) Assisting with Month End producers and resolving any discrepancies.
- 10) Record day to day financial transactions and complete the posting process.
- 11) Working with other members of the accounting department to compile, analyse, and report financial data.
- 12) Providing support to the Accounting Department by performing basic office tasks, such as filing, data entry, answering phones, processing the mail, etc.
- 13) To carry out any other reasonable duty to assist in the smooth running of the company.



14) Any other ad-hoc duties that are required to be undertaken on the day to day basis.

15) To provide holiday/sickness cover for the processing of daily cash-up sheets, banking and investigating of material cash differences, voids etc.

Benefits:

- Company pension
- Discounted or free food
- Employee discount
- Gym membership
- On-site parking
- Sick pay

Schedule:

8 hour shift
Monday to Friday

Ability to commute/relocate:

Thame, OX9 2PU: reliably commute or plan to relocate before starting work (required)

This list of duties is not exhaustive, nor is it intended to be, and duties are not listed in any order of priority

I have read and agree to the responsibilities and duties set out in the above Job Description for the position of **Bar Supervisor** and I agree to keep this job description updated at all times in accordance with the duties which are incumbent upon me.

Name
(PLEASE PRINT): _____

Signature: _____

Date: _____