

Job Title: Accounts Assistant

Reporting to: Financial Director

Objectives of Role:

To assist process transactions from set up of debtors, contracts and projects through client invoicing and participate with collection efforts of overdue accounts.

Responsibilities

- Purchase Invoices/Credit Processing
- Project and Sales Processing
- Subscription Sales/Order Processing
- Credit Control
- Admin Assistance Commissions etc

Detailed description of duties

1. Purchase Processing

- Receipt of purchase invoices from suppliers, matching and entry into system, coding accurately.
- Entry of consultant expense claims that have not been entered directly onto the accounting system.
- Deal with ad hoc queries from suppliers.
- Tracking of orders to delivery, checking receipt of goods.
- Manage supplier relationships.
- Validate employee expense claims, ensuring that all receipts are received, and claim is in line with Company policy.
- Review monthly expense claims for accuracy and validity.

2. Sales Processing

- Receipt of detailed sales order information from salespersons, review for completeness and accuracy and appropriate escalation of problems.
- Prepare sales invoices for product/software/support from purchasing above.
- Prepare consulting invoices on weekly/biweekly basis from billing reports.
- Preparation of client invoices and appropriate documentation; communicating billing to clients.
- Prepare monthly support renewal invoices.
- Invoicing clients for new sales, as hoc additional modules, upgrades and support.
- Issue credit notes where appropriate and after authorisation from the Finance Director/ Management Accountant

3. **Credit Control**

- Participate in Credit Control functions of Finance Department.
- Communicate issues identified in client contacts to appropriate group personnel.
- Provide effective follow-up to assure cash collection and quality customer service.
- Manage credit control for all invoices between 30 and 60 days. Escalate to Financial Director after 60 days.

4. **Commissions**

- Preparation of monthly commissions payments for sales team and employee commissions.
- Liaison with Sales Director prior to processing.
- Dealing with ad hoc queries from Business Development Director/sales individuals.

5. **General**

- Assist colleagues whether appropriate during peak periods or as assigned by
- Maintain all accounts files accurately and completely in conformity with Finance Department filing protocol.
- Dealing with ad hoc queries from Account Managers regarding client issues (billings, support or modules).
- General assistance to FD, Senior Management Team, Finance Department as and when required.

It is the Company's intention that this Job Description is seen as a guide to the major areas and duties for which the jobholder is responsible. However, then business will change, and the jobholder's obligations are bound to vary and develop, so the job description should be seen as a guide and not as a permanent, definite and exhaustive statement.

To apply for this position please send a copy of your CV to Steve Godfrey (steve.godfrey@advantage.co.uk) only

Please note: No recruitment agencies will be considered