



Accounts Administrator

PURPOSE OF THE ROLE

To contribute to the provision of the efficient running of Intelligent Office (Back Office System) and the Finance Department

KEY RESPONSIBILITIES OF THE ROLE

- To collect and post commission payments from providers each day
- Perform daily reconciliations of bank statements and cash day book
- Code IO fees to SAGE and control the Sales Ledger
- Monthly DD collection via Lloyd's bank
- Perform a variety of clerical tasks that support the day-to-day operation of the accounts function
- Assist in any projects that arise
- Daily reception breaks at 10 mins morning and afternoon and 1 hour for lunch plus holiday cover and further cover as required

KEY COMPETENCIES

- ✓ Attention to detail and accuracy
- ✓ Confidentiality
- ✓ Good communication skills
- ✓ Team working and flexibility
- ✓ Ability to prioritise/be organised
- ✓ IT literacy, especially company specific software and Microsoft products

KEY PERFORMANCE INDICATORS

Sound and effective communication: Feedback from colleagues; Clear verbal explanations

Prioritising: Work Loads vary throughout the month

Confidential: At all times due to sensitive nature of the job

MAIN CHALLENGES OF THE ROLE

- a. Working on own initiative when trained to know what is required
- b. Always ensuring accuracy of work
- c. Managing workloads and in the contracted hours when covering Office support

CONTACT INFORMATION

If you are interested in this role, please contact Claire Cross:

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