

ROLE PROFILE

Job title	Accounts Assistant	Reference ID: 0621-CPO1
Location	Greenford	
Reporting to	Management Accountant	

PURPOSE STATEMENT

Providing a comprehensive administration and accounts service, and ad-hoc project work whilst generally contributing to the effective development of the business.

KEY ACCOUNTABILITIES

- Maintain the purchase ledger by inputting invoices onto the computerised system
- Obtain payment authorisation.
- Resolve invoice queries on a timely basis.
- Filing and archiving.
- Processing of due payment runs
- Reconciliation of supplier statements
- Collection of information for supplier setups and raising forms
- Placing orders on the company procurement system, when required
- General office duties.
- Any other duties as requested by the team.

TECHNICAL SKILLS / KNOWLEDGE

- A good general education preferably with AAT or part qualified ACCA or CIMA
- Relevant accounts experience, including Accounts Payable
- Previous experience in a similar role
- Good customer service skills and a definite commercial awareness
- Excellent verbal and written communication skills
- Excellent telephone manner
- Ability to organise and prioritise own workload and recognise the priorities in the workload of others
- Computer literate with good working knowledge of Microsoft Word and Excel and advantage
- Ability and willing to learn new skills
- Accuracy and attention to detail
- Strong organisational skills
- Proactive approach to identify and resolve issues
- Promote a "can do" attitude



Excellence



Relationships



Teamwork



Pride

PERSON SPECIFICATION

- Good communicator with a lively manner and good tele phone skills, an ability to speak clearly and project commitment to the users.
- Must have confident, professional approach
- Must have a flexible attitude to working
- Smart, professional appearance
- An efficient and accurate approach to work with an eye for detail
- Dependable and willing to work as part of a team, supporting and working with all functions.
- Ability to tackle both the mundane and challenging and interesting tasks with equal willingness and enthusiasm.
- Proactive and can work on own initiative

Lorne Stewart Plc is an equal opportunities employer.

Closing date: 22 June 2021

**If you are interested, please email your CV with the following reference number
0621-CPO1 to recruitment@lornestewart.co.uk**