

## ROLE PROFILE

<b>Job title</b>	Assistant Accountant	<b>Reference ID: 0621-NE1</b>
<b>Location</b>	Wynyard	
<b>Reporting to</b>	Branch Administrator	

## PURPOSE STATEMENT

To support the small accounts team in all aspects of the monthly cycle of processing and reporting.

## KEY ACCOUNTABILITIES

- To process applications for payment from sub-contractors on to Coins software.
- To process sub-contractor payment certificates from surveyors on to Coins software.
- Answer enquires from sub-contractors.
- Prepare weekly sub-contractor payment runs.
- Generate cost reports from the system on a monthly basis.
- Raise sales invoices to external clients and posting of cash received.
- Raise inter-company sales invoices and assist with a monthly intercompany reconciliation.
- Maintain sub-contractor insurances and bank details.
- To complete any ad hoc forms e.g, credit application forms for suppliers.
- To check monthly input of cost and revenue accruals against the monthly project reports (CRS)
- To assist with the annual financial audit.
- To assist with downloading and posting bank transactions
- To assist quantity surveyors with enquiries about cost and revenues on projects.
- To assist with bank reconciliations.
- General office duties.

## TECHNICAL SKILLS / KNOWLEDGE

- A good general education preferably with AAT
- Relevant accounts experience ideally with exposure to sub-contractors in the construction industry
- Proficient within Microsoft Excel
- 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
- Ability and willing to learn new skills
- Accuracy and attention detail
- Strong organisational skills



Excellence



Relationships



Teamwork



Pride

- Proactive approach to identify and resolve issues
- Promote a "can do" attitude

#### PERSON SPECIFICATION

- Good communicator with a lively manner and good telephone 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-NE1 to [recruitment@lornestewart.co.uk](mailto:recruitment@lornestewart.co.uk)**