

<b>Role profile</b>		
<b>Job title</b>	Accounts Assistant	<b>Reference ID: W13106</b>
<b>Location</b>	Greenford	
<b>Reporting to</b>	Accounts Supervisor	

<b>PURPOSE STATEMENT</b>
Providing a comprehensive administration and accounts service, and ad-hoc project work whilst generally contributing to the effective development

<b>KEY ACCOUNTABILITIES</b>
<ul style="list-style-type: none"> <li>- Maintain the purchase ledger by inputting invoices onto the computerised system</li> <li>- Obtain payment authorisation</li> <li>- Resolve invoice queries on a timely basis</li> <li>- Filing and archiving</li> <li>- Processing of due payment runs</li> <li>- Reconciliation of supplier statements</li> <li>- Collection of information for supplier setups and raising forms</li> <li>- Placing orders on the company procurement system, when required</li> <li>- General office duties</li> <li>- Any other duties as requested by the team</li> </ul>

<b>TECHNICAL SKILLS / KNOWLEDGE</b>
<ul style="list-style-type: none"> <li>- A good general education preferably with AAT or part qualified ACCA or CIMA</li> <li>- Relevant accounts experience, including Accounts Payable</li> <li>- Previous experience in a similar role</li> <li>- Good customer service skills and a definite commercial awareness</li> <li>- Excellent verbal and written communication skills</li> <li>- Excellent telephone manner</li> <li>- Ability to organise and prioritise own workload and recognise the priorities in the workload of others</li> <li>- Computer literate with good working knowledge of Microsoft Word and Excel and advantage</li> <li>- Ability and willing to learn new skills</li> <li>- Accuracy and attention detail</li> <li>- Strong organisational skills</li> <li>- Proactive approach to identify and resolve issues</li> <li>- Promote a “can do” attitude</li> </ul>



Excellence



Relationships



Teamwork



Pride

## QUALIFICATIONS / PERSON SPECIFICATION

- Good communicator with a friendly nature and possess good inter personnel skills
- Have the 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: 6 Jan 2022**

**If you are interested, please email your CV with the following reference number  
W13106 to [recruitment@lornestewart.co.uk](mailto:recruitment@lornestewart.co.uk)**