

Role profile		
Job title	Accounts Assistant Part time options considered (25-30 hours)	Reference ID: W13207
Location	Greenford	
Reporting to	Accounts Supervisor	

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

KEY ACCOUNTABILITIES
<ul style="list-style-type: none"> • 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
<ul style="list-style-type: none"> • 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 detail • Strong organisational skills • Proactive approach to identify and resolve issues • Promote a “can do” attitude



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: 30 September 2022

If you are interested, please email your CV with the following reference number W13207 to recruitment@lornestewart.co.uk