JOB PROFILE

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| **DEPARTMENT:** Finance | **POST TITLE:** Accounts Assistant |
| **SALARY:** £24,960 | **REPORTS TO:** Financial Controller |
| **HOURS: 8.30 to 17.00 (Monday to Friday)**  **Flexible working options available for discussion** | **RESPONSIBLE FOR:** N/A |

The following information is provided to help applicants understand and appreciate the general work content of their post and the role they are to play at Limitless Digital Group Limited (LDG). The duties and responsibilities highlighted in this Job Profile are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and scope of the post and the salary has been established on this basis.

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| **Key Purpose of Post:** |
| The purpose of the role is to support the finance team with the processing of paypal receipts into the cashbook and investigating any discrepancies on the sales ledger where transactions are not allocated.  The role will also be responsible for reconciling the stock on a monthly basis, covering refunds, analysing and posting credit card transactions, and ‘auditing’ bonded warehouse reports. |
| **Main Responsibilities of Post:** |
| * Manage the paypal receipts weekly and import these into sage * Reconcile the monthly paypal cashbooks to the paypal accounts. * Maintain and reconcile the sales ledger accounts by allocating transactions and investigating those which are not allocated. * Analyse company credit card transactions and ensure they are posted into Sage 200. * Analyse carriage invoices for the financial controller. * Audit and check the reports for the bonded warehouse sent by an external bureau to ensure the receipts and removals reports they send match to the Solvitt system. * Cover refunds in the absence of the refunds officer clerk. * Support any other finance team members as required and perform any other ad-hoc duties. |

**PERSON SPECIFICATION**

A person specification is a profile of who could best perform the job; it describes the attributes, skills and experience which are required to successfully perform the role.

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| **Knowledge:** |  |
|  | **Essential/ Desirable** |
| * Knowledge of accounting. * Proficient in the use of IT software including spreadsheets and email. * An understanding of the importance of maintaining confidentiality. | * Desirable * Essential * Essential |
| **Experience:** |  |
|  | **Essential/ Desirable** |
| * Competent in the use of technology with excellent IT skills especially M/S Excel. * An ability to gather, analyse and present financial information in a user-friendly manner. * Experience of working in an accounting/ finance role. | * Essential * Essential * Desirable |
| **Qualifications:** |  |
|  | **Essential/ Desirable** |
| * 5 GCSE’s pass Grade C/4 or above (including Maths and English) | * Essential |
| **Skills & Ability:** |  |
|  | **Essential/ Desirable** |
| * Excellent communication skills. * Able to analyse and interpret data and information. * Excellent with technology and able to learn new systems quickly. * Proactive team player who also works effectively on own initiative. * Highly organised and efficient. * IT literate, including competent use of Microsoft Word and Excel (including vlookup and pivot tables). * Good attention to detail whilst delivering high quality work. * Good retention of knowledge. | * Essential * Essential * Essential * Essential * Essential * Essential * Essential * Essential |
| **Communication:** |  |
|  | **Essential/ Desirable** |
| * Communicate clearly and effectively with a diverse range of people. * Able to explain things clearly and precisely to others. * Actively listen, share information, and propose suggestions and solutions. * Show respect and fairness when communicating, taking into account the feelings of others. | * Essential * Essential * Essential * Essential |
| **Behaviour & Personal Characteristics:** |  |
|  | **Essential/ Desirable** |
| * Loyal employee. * Hard working and efficient time keeping. * Able and willing to learn new skills. * Able to manage a high workload and competing priorities. * Motivated, focused, and hard working. * Leads by example and role models the values and behaviours that we expect at all times. * Treats everyone equally, with respect and dignity. * Enthusiastic and flexible team player with high expectations of self and others. * You will be able to adapt to new work challenges and situations, adopting a positive attitude to change. | * Essential * Essential * Essential * Essential * Essential * Essential * Essential * Essential * Essential |