

JOB DESCRIPTION

Accounts Assistant



Try to keep this job description to one page.

Job Title:	Accounts Assistant	Reports to: Management Accountant
Department:	Finance	Location: Witney
Direct Reports:	None	
Job Purpose:	To support in all aspects of transactional Finance processes.	
Key Responsibilities:	<p>Bank reconciliations</p> <ul style="list-style-type: none"> • Daily cash and credit card reconciliations, investigating all discrepancies within receipt banking (cash, cheques, cards, till floats). • Weekly payments bank account reconciliation. • All other monthly bank reconciliations, including petty cash and till floats. <p>Sales ledger & debtor control</p> <ul style="list-style-type: none"> • Post sales invoices. • Run weekly Aged Debtor reports and chase customers in a timely and professional manner. Review with Management Accountant weekly. • Factoring processes- holding relationship with factoring company, completing audits, posting receipts on ledger, uploading invoices and drawing down funds. • Monthly factoring account reconciliation. • Regular credit insurance reviews for customers. • Month end B2B sales reconciliation. <p>Cash Management</p> <ul style="list-style-type: none"> • Assisting Management Accountant with daily cashflow update. • Assist payments team in planning payments in the cashflow. • Posting daily direct debit payments onto the ledger. <p>Other</p> <ul style="list-style-type: none"> • Providing general support to Management Accounts team during ME/YE (ad hoc). • Covering processing payments in the absence of the payments team. • Submit monthly/yearly turnover figures to landlords. • Ordering banking supplies for new and existing stores. 	
Relationships:	<p>Internal: Finance department: all members of the team. Sales channels: B2B and stores.</p> <p>External: Banks and auditors.</p>	
Experience / skills / competencies	<ul style="list-style-type: none"> • 3-4 years' experience working in relevant Finance roles. • Strong understanding of bank reconciliations. • Excel knowledge (VLOOKUPS, pivot tables). • Ability to work competently and flexibly in a small, dynamic team. 	

Where the job description and performance review objectives differ, the latter takes precedence

Whittard 6 values are, we expect all our colleagues to demonstrate these.



Job Title	Version Number 0001	Issue Date:
Whittard HR	Page 1 of 1	Review Date