



Job Description

Title:	Finance Executive - Assistant Accountant & Credit Controller
Reporting to:	Finance Manager
Duration:	Three year contract
Job Purpose:	To administer all documentation in relation to the invoicing and receipt of payment of debtors in keeping with the current Finance Policy and Procedures. Additionally to administer other Finance tasks such as monthly management account schedules, bank reconciliations and related reconciliations.

Key Responsibilities

1. Daily Banking

- Preparation of bank statements and payments received for distribution to the Finance Administrator for lodgement preparation and posting of same to the Finance system.
- Manual and system reconciliations of the three main bank accounts.

2. Credit Control and Debtor Ledger Maintenance

- Weekly collection of pre event final payments prior to client event coming onsite.
- Weekly credit control of outstanding event deposits and post event service invoices on the Debtor's ledger.
- Overseeing the invoice and payment processing by the Finance Administrator and ensuring the ledger is kept up to date and that all outstanding debtors are collectable.

3. Preparation of Monthly Management Account Schedules

- Preparation and reconciliation of the monthly income schedules to identify income to be included in the monthly management accounts.
- Updating and analysis of the monthly expenditure schedules to identify accrual and prepayments to be included in the monthly management accounts.
- Analysing the capital expenditure additions in the month.

4. Ledger Account Reconciliations

Performing periodic reconciliations of selected ledger accounts on a monthly or quarterly basis.

5. Weekly Payroll Cover and Payroll Accounting

Provision of cover for the weekly payroll. Posting the weekly and temporary wages journals to the Finance system and reconciling the wages control account at month end.

6. Ad-hoc Accounting Duties

Producing ad hoc reports and reconciliations as required by the Finance Manager

7. IT Projects

Assisting the Finance Manager on IT related projects to improve the integration of the various Departmental systems with the Finance systems.

8. Ad-hoc General Duties

Participating in any other RDS projects, events or activities as directed by the Finance Manager, Finance Director and/or Chief Executive

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Person Specification

Experience:

- Credit control experience essential
- Minimum of 3 years relevant accounting experience
- Experience with payroll packages, especially Sage Micropay
- Experience with accounting packages, in particular SUN Accounts is a distinct advantage

Qualifications:

- Part-qualified accountant (ACCA/ICAI/CIMA/CPA)

Personal Attributes and Skills:

- Must be highly motivated with an ability to take ownership
- Excellent attention to detail
- Strong analytical and communication skills
- Ability to work on own and as part of a team
- Proficient end user computing skills and proven application of MS Excel and Word