



## **Accounts Assistant – Job Description**

**Salary £20k - £23k**

### **Sales and Purchase Ledger**

1. Update Sage accounting system.
2. Sales ledger - ensure invoices are raised / posted accurately and in a timely manner.
3. Purchase ledger - obtain authorisation from the appropriate person for all purchase invoices.
4. Where any discrepancies or issues arise with sales and purchase invoices, raise this with the Financial Accountant in order that a timely resolution can be identified.
5. Nominal ledger - process payment runs to suppliers based on invoices approved for payment prepared by the Financial Accountant and approved by the Finance Director.

### **Payments and Treasury**

1. Responsibility for petty cash including maintenance of petty cash records and completion of a cash reconciliation at each month end.
2. Banking of cheques and cash received at the Trust.
3. Reconciliation of the credit card account.

### **Monthly and Year-end Accounts**

1. Ensure the Trial Balance is up to date at each month end and prepare relevant reports for review by the Financial Accountant and / or the Finance Director.
2. Preparing the monthly bank reconciliation for review by the Financial Accountant.
3. Assist the Financial Accountant in preparing the Year-end audit file to ensure that all information is ready and available in time for the statutory audit.

### **Credit Control**

1. Regularly review debtors for both the Trust and Tamar Consulting and liaise with the Financial Accountant to ensure credit control procedures are implemented.
2. Carry out credit checks on new clients of the Trust and Consultancy.

### **Timesheets and Expenses**

1. Check timesheets to ensure employees have correctly recorded their time including ensuring that time has been allocated to the appropriate project / job.
2. Check expenses and receipts to ensure they're accurately recorded and the supporting documentation is adequate i.e. VAT invoice where applicable. Ensure that expenses comply with HMRC legislation and raise any queries with the Financial Accountant in a timely manner.
3. Monitor mileage claimed and inform the staff member, line manager and Financial Accountant when the 10,000 mile limit is likely to be breached.
4. Analyse staff time and expenses ensuring accurately allocated to projects, and pass to the Financial Accountant for review prior to processing.
5. Prepare monthly invoice from the Trust to Tamar Consulting for re-charge of salaries.

## **Project Finance**

1. Assist Project Accountants in preparation of project claims by collating supporting documentation.

## **Reception Duties**

1. Answer incoming calls to the Trust and Tamar Consulting in a friendly and professional manner, including taking calls about the Westcountry Angling Passport and processing payments over the phone.
2. Open post each day and distribute to the appropriate members of staff.

## **Office Management**

1. Co-ordinating the office cleaner and gardener.
2. Monitoring office supplies and ordering / purchasing supplies as required.
3. Maintain stocks of stationery and re-order when required.
4. Co-ordinating maintenance of the photocopier.
5. Servicing meetings with drinks and food as required.
6. Any other duties as required to maintain a safe, clean and happy office environment.

## **Other**

1. Assist the Financial Accountant, Project Accountants and the Finance Director with any other duties as required.

We are looking for a hard-working and enthusiastic individual who will be reliable and work well within a small and friendly team. Intermediate to advanced level excel skills would be favourable. We will consider support for professional qualifications for the right candidate.

Please send a covering letter (less than one side of A4) and Curriculum Vitae to arrive no later than Friday, 17<sup>th</sup> August 2012:

Kelly Sivorn  
Financial Accountant  
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Or post to:

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