

Job Profile

Job Title	Accounts Assistant	Name	
Reports To	Accounts Supervisor	Region	Head Office
Location	Bradford		

Purpose

To provide Accounting and reconciliation support to the entire Group and ensuring the best service is provided to our clients and colleagues.

Key Accountabilities

- **Insurers**
 - Reconciling insurer accounts including the agreement of insurer records to our records.
 - Liaising with insurers and colleagues regarding queries where items do not agree.
 - Raising insurer and client refund BACs to settle accounts.

- **Banking**
 - Posting numerous cash books on a daily basis and performing a perpetual bank reconciliation.
 - Allocating client receipts to the correct client account and matching to invoices held on our Acturis system.
 - Maintain Office account cash books by reconciling purchase invoices on a timely basis.

- **Purchase Ledger**
 - Collation and processing of purchase invoices onto relevant Sage Company.
 - Accurately nominal code invoices received onto Sage.
 - Raising BACs and cheques to ensure suppliers are paid promptly and within credit terms.
 - Reconcile any supplier statements received to Sage to ensure accuracy of Purchase Ledger records.

- **Credit Control**
 - Accurate allocation of client receipts to individual invoices.
 - Communication with colleagues to chase client debts as they approach due date.
 - Support departmental colleagues in the generation of client statements and the collection of outstanding monies.

- **Corporate governance**
 - Financial Crime Policy – Included Anti Money Laundering
 - Financial Sanctions Procedures

- Anti-Bribery & Corruption Policy – Includes Inducements
- Fraud Policy
- To retain a clear desk according to the Clear desk policy
- Bring Your Own Device Policy (BYOD)
- Information Security Policy
- GDPR Policies/Procedures

TLD Values



TRUST



INTEGRITY



COMMITMENT



COLLABORATION