

**JOB TITLE
RESPONSIBLE TO**

**ACCOUNTS ASSISTANT
FINANCIAL CONTROLLER**

PURPOSE

The Accounts Assistant position is responsible for the day to day processing of book keeping functions for ILS Group companies. This role will work closely with the Accounts Assistant (Accounts Payable), line manager and staff across the Group to ensure that all records are posted accurately, processes are effective, accurate, timely and that service delivery standards comply with all necessary legal, regulatory, quality and contractual requirements.

The post holder would be expected to support local management and the group finance function on all relevant areas and key issues.

RESPONSIBILITIES

- Ensure that all purchase invoices received are reviewed for completeness and accuracy, and reviewed and approved in line with purchase order system and contract terms.
- Investigate and resolve any issues raised that relate to accurate and timely processing of purchase invoices
- Manage the accurate and timely processing of payments and allocation to supplier accounts and all other creditor management functions as required.
- Management of the Creditors ledger ensuring clean accounts in line with audit requirements
- Monitor payments and ensure that they are effectively managed on a monthly basis
- Ensure accurate and up to date supplier details are maintained and all other relevant supplier account information is updated in core systems in a timely and accurate manner.
- Liaise with suppliers accounts teams to ensure that good relationships are established and maintained and that invoices and credit notes are processed in a timely and efficient manner
- Support the set up of new supplier accounts, ensuring that all relevant data is collected and processed as required
- Support the investigation and resolution of supplier disputes and queries for all ILS group suppliers
- Monitor the bank accounts on a daily basis and prepare daily bank balances report for the Group
- Produce a monthly bank reconciliation document for all bank accounts
- Ensure all postings to accounts system are complete, accurate and up to date
- Prepare and post all journals in respect of income and payroll
- Managing postings to general ledger in order that accurate management accounts can be prepared
- Prepare regular reconciliations of all key control accounts and general ledger account codes to source systems / information
- Prepare all key period end journals to final trial balance stage for preparation of monthly management accounts and present to line manager for approval prior to posting
- Assist with the collation of weekly hours reports for the Group in an accurate manner in the timescales required

PERSONAL

- Act in a professional manner and be accountable and responsible in line with the codes of professional conduct as approved and regulated by the Scottish Social Services Council and other regulatory professional organisations.
- Take responsibility for business performance and own professional development needs with the team as identified at supervision and appraisal.
- Demonstrate a commitment to ongoing CPD.
- Work with the management systems to promote the positive reputation of the organisation and to ensure the service operates in line with the legal requirements and best practice guidelines.

LOCATION OF WORK

Head Office, Clackmannanshire, however travel will be required to other company offices as and when required.

HOURS OF WORK

35 hours per week. Monday – Friday, 9am to 5pm however this is subject to being flexible in line with company requirements and service user needs.

**Accounts Assistant
PERSON SPECIFICATION**

Qualifications and Experience	Requirements
Relevant accounting qualification or engaged in study Minimum of 3 years experience in an accounts role.	Essential Essential
Skills	Requirements
Strong Financial / Commercial skills. Ability to work to tight deadlines. Effective Time Management. Strong interpersonal skills. Team player. Customer Care focused. Organised. Computer literate. Able to work on own initiative.	Essential Essential Essential Essential Essential Essential Essential Essential
Other	Requirements
Current, Clean Driving Licence	Desirable
Access to a Vehicle	Desirable