

## Job Description

<b>Job title:</b>	<b>Accounts Assistant</b>
Reports to:	Head of Finance (HOF)
Direct reports:	N/a
Location:	Manchester City Centre
Purpose of the role:	To provide support to the finance team and ensure that all tasks are done to the timescales and standards required. To manage own workload and meet deadlines, whilst proactively assisting all members of the Finance team with junior accounting duties.
Responsibilities:	<ul style="list-style-type: none"><li>• To be responsible for dealing with all bank entries on a daily basis, including all cheques and credit cards, working with a high level of accuracy and with great attention to detail.</li><li>• To be responsible for the outgoing post for the Finance team on a daily basis, providing administrative support to the Credit Controller where necessary.</li><li>• To provide support to the Credit Controller with information provided to and from solicitors and third party agents as part of the debt collection process.</li><li>• To assist the Credit Controller with service charge billing, with supervision, on a monthly basis.</li><li>• To be responsible for the filing of all paid supplier invoices on a monthly basis, to ensure that all paperwork is where it should be</li><li>• To proactively support and underpin the work of the Service Charge Accountant, ensuring key timescales are met and work is delivered accurately.</li><li>• To be responsible for Petty Cash for the company, ensuring that all receipts are obtained and recorded and that a monthly reconciliation is carried out.</li><li>• To provide support to the HoF as and when required.</li><li>• To be fully responsible for all general filing, ensuring it is approached accurately and timely.</li><li>• Assisting all members of the Finance team at busy/crunch times to ensure all deadlines are met.</li></ul>
Critical skills required:	<ul style="list-style-type: none"><li>• Excellent attention to detail and numeracy skills.</li><li>• Good communication skills.</li><li>• Good time management and organisation skills.</li><li>• Able to work on own initiative and manage own workload to strict deadlines.</li><li>• IT Literate.</li><li>• Excellent interpersonal skills to deal with colleagues, customers and external contracts, portraying a professional image at all times.</li></ul>
Critical knowledge required:	<ul style="list-style-type: none"><li>• Knowledge of Qube (essential) - training will be provided.</li><li>• Strong understanding of the workings of an office.</li><li>• Basic understanding of finance and accounting.</li></ul>

## Personal Profile

Qualifications required:

Essential:

- Good basic level of education.
- AAT (or the willingness to work towards)

Desirable:

- IRPM Associate Level (or the willingness to work towards)

Experience required:

- Previous accounts experience would be desirable.
- Experience of working as part of a finance team (essential).

Attitude/approach

- Friendly, professional and approachable manner.
- Excellent team player with a flexible attitude to workload – keen to help and put themselves out for others.
- Proactive approach to all finance tasks.

urbanbubble requires people who are professional, hard working, innovative, passionate; who are effective in their roles and who truly engage with the customer.

Date of description:

June 16