**Job Description – Accounts Assistant**

**Key Objectives & Purpose:**

The Accounts Assistant's role is to optimise support for operations. The role predominantly focuses on ensuring sales and purchase invoicing for Global Operations is complete, accurate and posted promptly.

 **Role Responsibilities**

* Ensure sales invoices are all raised and posted to Sage/Xero in an accurate and timely manner
* Upload sales invoices to client portals, where required
* Updating master cashflow tracker and present at weekly cashflow meeting
* Event reconciliations – balancing in Sage/Xero
* Ensure all purchase invoices are posted to Gratis and Sage/Xero in an accurate and timely manner
* Raising commission invoices in Sage/Xero
* Sending commission invoices to suppliers
* Setting up new clients and suppliers on Sage/Xero
* Adding supplier payments to the payment run spreadsheet
* Updated pipeline
* Look after client monies held and update trackers
* Review credit card transactions prior to being posted to Sage
* Be the main point of contact for assigned Operation teams and attend their weekly huddles
* Manage relevant Finance team mailboxes

**Key Skills**

* Proven experience in a Finance role
* Good knowledge of accounting procedures
* Good Excel Skills
* Organised
* Able to work under pressure
* Excellent attention to detail
* Excellent communicator at all levels
* Good multi-tasking skills
* Strong Administration abilities
* Hard working
* Excellent Team Player

**OUR COMPANY VALUES**: Elegant/Together/Innovative/Real/Focused

**Reports to**

* Financial Controller

**Work Hours and Benefits**

* Monday – Friday, 9.00 am – 5.30 pm, based in Swindon office
* XX days of holiday
* Company laptop
* Long Service recognition scheme
* Monthly and annual employee recognition
* Flexible holiday scheme
* Death in service life insurance
* Access to travel industry hotel rates