

## **IFRS Foundation**

### **Job Description – Accounts Assistant**

Reports to: Senior Accountant

Based: London

Job Purpose: To support the Finance team to provide an accurate and efficient accounting function for the organisation.

### **Principal Accountabilities**

#### **Accurately manage the accounts payable (AP) process:**

- Set up new supplier and employee accounts on SAP Business One (SAP B1) and on the internet banking system.
- Manage supplier relationships appropriately.
- Code, process and input supplier invoices and employee expenses into SAP B1.
- Obtain appropriate authorisation for all supplier invoices and employee expenses.
- Review employee expense claims, ensuring they are in line with the employee expenses policy, and resolve queries with individuals and managers.
- Input payments into online banking system and set up additional suppliers as required.
- Process twice weekly payment runs in multi-currencies in SAP B1 and the online banking system to ensure all suppliers and employees are paid accurately and on time.
- Maintain and file accounts payable records.

#### **Maintain AP Ledger:**

- Regularly review aged creditors and invoices in process, and take proactive steps to reduce these as required.
- Resolve payment/processing queries efficiently and on time.
- Manage incoming post and emails from the finance inbox, ensuring they are processed in a timely manner.
- Maintain regular contact with other departments to obtain and convey information and/or correct transactions.
- Produce suppliers ageing report and post drafts invoice journal.
- Produce quarterly revenue / cost reports and attend meetings with budget holders to discuss results.

#### **Accurately managing the Accounts Receivable process:**

- Set up new customer accounts on SAP B1.
- Generate invoices in SAP B1 for royalties, conferences and expenses recharges.
- Produce customers ageing report and chase outstanding debts.
- Analyse the ageing report and discuss with the Head of Finance on a monthly basis.

**Other duties:**

- Assist with month/ year end procedures:
  - Produce further additional reports as required to support the month end close or quarterly reporting process.
  - Post direct debit journals and obtain necessary supporting documents.
  - Assist with year-end audit.
- Quarterly balance sheet reconciliations.
- Control the petty cash function and ensure that monthly reconciliations are completed accurately.
- Operate and maintain online banking systems, including production of daily cash reports.
- Provide a daily bank statement to the Publications department.
- Provide additional analysis and reconciling of general ledger accounts as required.
- Resolve accounting or documentation issues and discrepancies as they arise.
- Assist with other accounting matters such as fixed assets, prepayments and accruals.
- Complete special projects and miscellaneous assignments as required.

**Qualifications & experience**

- Recent previous experience in an accounts payable position is essential, preferably in an SME and / or not-for-profit.
- Demonstrable knowledge and experience of accounting systems is required, preferably SAP B1.
- Currently studying towards ACCA/CIMA/AAT is strongly preferred.
- Strong Microsoft Excel and Word skills.
- Experience of processing multi-currency transactions is preferred, but not essential.

**Skills & Attributes**

- Highly organised and focussed, able to multi-task and manage workload to ensure that priorities are met.
- High level of attention to detail; ability to produce reliable, accurate work.
- A motivated and customer-focussed team-player, who can work effectively with staff at all levels.
- Eagerness to learn and willingness to listen to others; ability to follow instructions and respond positively to constructive feedback.
- Strong analytical and numerical skills; ability to gather facts/statistics and identify trends/ patterns.
- Ability to work and make decisions autonomously, whilst recognising the importance of process & compliance.
- Excellent spoken and written communication skills.
- Ability to be discreet, with an understanding that confidentiality is essential, as you will be dealing with personal information.