

JOB DESCRIPTION

SPECIFIC JOB TITLE	Accounts Assistant
GENERIC ROLE TITLE	BUSINESS ASSISTANT
LEVEL/GRADE	£22,000 to £25,000 per annum
JOB FAMILY	BUSINESS SUPPORT
CONTRACT TYPE	FIXED TERM
HOURS	37
REPORTS TO	CEO
DEPARTMENT	FINANCE
LOCATION	HARPENDEN
DATE	May 2020

OVERVIEW OF ROLE/JOB PURPOSE

This role is responsible for all finance administration, analysis and reconciliation tasks, including but not limited to those listed below. The ideal candidate will be, well organised, be able to think logically and possess excellent communication skills. The candidate will be a problem solver, very familiar with a range of finance and administration related tasks and will be keen to work closely with the rest of the team to manage and improve Rothamsted Enterprises finance processes.

The role holder is expected to carry out the duties listed below, and any other duties reasonably required by the line manager or Institute, commensurate with the grade and level of responsibility for this post.

MAIN DUTIES OF ROLE

Generic Outputs	Weighting	Description of Outputs	Description of Job Specific Duties
BUSINESS SERVICE DELIVERY	70%	Carrying out a range of clerical or administrative tasks within clear guidelines, solving basic problems, completing simple forms and paperwork, and routine record keeping	<p>Invoicing-</p> <ul style="list-style-type: none"> • Raising sales invoices (including deposit invoices) for Rothamsted Enterprises clients and tenants via KX and Decorous • Run daily integration of new customers/sales invoicing from KX into Business World/ KX import into Business World • Weekly credit control for Rothamsted Enterprises • Matching and posting of cash receipting • Post bank receipts onto customer accounts within business world and to specific invoices • Intercompany cost recharging and invoicing • Recharging of tenant stores and facilities costs • Ensuring that Tenants Service charge is accurately calculated and cross charged • Maintain and process monthly hospitality log <p>Purchasing-</p> <ul style="list-style-type: none"> • Onboarding of new suppliers

			<ul style="list-style-type: none"> • Raising requisitions and sending to suppliers when converted to purchase orders • Registration of purchase invoices and match to purchase orders • Administration and renewal of blanket POs • GRN purchases/services • Receipting of goods against orders when they arrive • Responding to supplier queries and statements <p>Point of sale/ cash management-</p> <ul style="list-style-type: none"> • Restaurant cash/Square card transaction receipting • Check and reconcile daily restaurant/event takings/cashing up performed by operations manager. • Post daily takings into business world via a VAT journal. • Bank cash on at least a weekly basis • Ensure appropriate change available for till floats for upcoming events • Ensure till has up to date RRES catering card data (card holder/default sub project) <p>General Ledger/ Other-</p> <ul style="list-style-type: none"> • To run a weekly remittance proposal for approval (payment run) • Import proposal to bank for approval to release payment • Reconciliation of bank statement to bank nominal account within business world. • Matching of bank receipts and cash/card restaurant takings • Preparation of quarterly VAT return • Maintain Finance SOP and update when required • Review management accounts and assist CEO with analysis • Provide finance information for board reports
FINANCE AND RESOURCE MANAGEMENT	10%	Processing of invoices/ expenses and ordering of stationery and equipment	<ul style="list-style-type: none"> • Expenses auditing • Placement of credit card orders where required • Uploading of monthly Barclaycard file to Business World

* Minimum requirements of the post and how they will be assessed

** Evidence of criteria will be established from: **A** (application), **IV** (interview), **Test** (skills test/prepared question/presentation), **Cert** (certificated checked by interview panel)

			<ul style="list-style-type: none"> • Checking expense claims raised by REL staff • Maintain conference centre petty cash register and reconcile cash on an appropriate basis
WORKING WITH OTHERS	15%	Responding effectively to customer enquiries, and proactively working with colleagues to achieve outcomes	<ul style="list-style-type: none"> • Dealing with AR/AP queries • Monitor email accounts relating to conferencing and update billing as required (subject to authorisation of change) • Run monthly customer statements and following up outstanding accounts with individual customers • Monitor and manage debtor position & action any bad debt provision required • Dealing with year-end audit queries • Respond to issues raised by daily operational handover email • Liaise with sales team & front of house to maximise effectiveness of finance processes • Any other duties required by the senior management team relating to the role
CONTINUING PROFESSIONAL DEVELOPMENT	5%	Identification of individual development needs and acquisition of practical skills	<ul style="list-style-type: none"> • Identify gaps in knowledge & actively develop a broad base of specific financial skills & inter-personal skills • Work with the team to identify systemic failings and support/undertake any new systems implementation/training required

PERSON SPECIFICATION AND SHORTLISTING CRITERIA*

SPECIFIC JOB TITLE	Accounts ASSISTANT			
GENERIC ROLE TITLE	BUSINESS ASSISTANT			
LEVEL/GRADE	Level C			
JOB FAMILY	BUSINESS SUPPORT			
CONTRACT TYPE	FIXED TERM			
HOURS	37			
REPORTS TO	CEO			
DEPARTMENT	FINANCE			
LOCATION	HARPENDEN			
EDUCATION/QUALIFICATIONS		Essential	Desirable	How Tested?***
1.	Good standard of general education to GCSE level or equivalent (including Maths and English)	x		A
2.	AAT Level 3 or equivalent qualification	x		Cert

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3.	Familiarity with the systems, processes and procedures of area of work and a good understanding of how these relate to broader work-	x		A
4.				
EXPERIENCE/KNOWLEDGE/SKILLS		Essential	Desirable	How Tested? **
1.	Minimum of 2 year experience in a similar role	x		A
2.	Ability to follow clear instructions and manage own time effectively	x		A
3.	Good working knowledge of a range of standard software packages (e.g. MS Word, Excel, Access, internet, email etc.) and more	x		IV
4.	Willingness to undertake on-the-job or vocational training		x	IV
5.	Experience of providing effective customer service in a professional services or office environment	x		A
6.	Experience of working as part of a team	x		A
7.	Experience of working to tight deadlines	x		
BEHAVIOURS/COMPETENCIES				How Tested? **
1.	Drive for Quality: Is motivated and committed to doing their job to the best of their ability			IV
2.	Strategic Thinking: Aligns actions with wider goals and models			IV
3.	Creativity and Innovation: Accepts and adapts to change; makes connections and encourages a creative environment			IV
4.	Developing Self and Others: Identifies learning and development needs			IV
5.	Professional Conduct: Demonstrates honesty and respect			IV
6.	Productive Relationships: Cooperates with and supports colleagues			IV
7.	Effective Communication: Listens and communicates clearly to others			IV
GENUINE OCCUPATIONAL REQUIREMENTS		Essential	Desirable	How Tested? **
1.				
2.				

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