

## Job Description

<b>Position:</b>	Assistant Accountant	<b>Job Holder:</b>	N/A
<b>Reports To: (Position)</b>	Financial Controller	<b>Location:</b>	Great Yarmouth
<b>Prepared By:</b>	Craig Morrice	<b>Date:</b>	08/01/2019

### Overall Purpose of the Job:

To support the Financial Controller in the running of the Great Yarmouth & Denmark finance team ensuring efficient running of the day to day operations and to deputise in their absence. Ensure that deadlines are met as per company schedule. Liaising with operations to ensure all data is accurate and processed/submitted in a timely manner.

### Principal Accountabilities:

1.	Day to day supervision of the finance assistant's including support in career progression and team development.
2.	Support Financial Controller with month end management accounts, run jet reports and analyse for final review by line manager. Mainly P&L contract analysis.
3.	Sales / Purchase invoice processing as and when required to help meet team/company deadlines / to cover holidays and absence.
4.	Review and approve daily bank journal entries / month end journals.
5.	International bank account reconciliations.
6.	Credit control for both Great Yarmouth and Denmark receivables.
7.	Produce Year End audit schedules for review by manager.
8.	Produce VAT reconciliation and submit to necessary governing bodies.
9.	Prepare and process monthly payroll for approval by manager including submission of PAYE payments.
10.	Fixed asset management (includes updating IT registers / issue forms).
11.	Actively ensuring processes are being followed and identifying areas for process improvement.
12.	Weekly reviews of general ledger entries in preparation for month end process including review of outstanding invoice/rental days.
13.	Balance sheet reconciliations.
14.	AFE reconciliation and reporting.
15.	P11 review and submission.
16.	Intercompany invoicing / journals.
17.	Inventory management in respect of support to stores including financial entries & procedures.
18.	Assist with financial forecasts
19.	Adhere to company QHSE policies and procedures.
20.	Ad-hoc duties as requested by line manager

### Organisation:

<b>a) Immediate Supervisor(s)</b>	<b>Line:</b> <b>Function:</b>	Financial Controller
-----------------------------------	----------------------------------	----------------------

## Job Description

	Finance
<b>b) Other jobs reporting to the same supervisor:</b>	Finance Assistant 's
<b>c) Direct Reports:</b>	None – supervisory duties only

### Job Context and Main Activities:

To support the Financial Controller in the running of the Great Yarmouth & Denmark finance team.

### Financial Responsibilities and Approvals:

Make day to day decision in line with the company growth strategy  
Financial authority within the confines of the Company DOA Policy

### Relationships:

(Who are the job holder's most important contacts and for what purpose?)

**Internal :** Finance, Operations Department, Stores, Denmark Office.

**External Contact :** Auditors, finance/suppliers and some key finance/customers, governing bodies.

### Job Challenges:

(Identify the most complex or demanding aspects of the job)

Managing workload to ensure deadlines are met, including working with the finance team to achieve team deadlines.

### Job Knowledge and Experience:

(Indicate only the essential background qualifications, education, skills and aptitudes, specialist training and experience necessary to perform the job competently)

Good knowledge of all accounting principles.  
Ability to communicate in a clear and cohesive manner and explain complex finance problems.  
Ability to breakdown issues into constitute parts and provide manager with options for resolution.  
Ability to coach the finance assistants and provide support to promote a learning environment  
Must have minimum 3 years experience of working in a financial environment.  
AAT qualified. ACCA or studying towards desirable.  
Excel to an intermediate level.  
Ability to travel for business reasons. Must have valid passport / driving licence.

## Job Description

<b>Health and Safety:</b>	
<b>All Employees</b>	
<p>The incumbent must:</p> <ul style="list-style-type: none"> <li>a) take reasonable care to prevent harm to themselves</li> <li>b) consider the potential for harm to others or the environment that may be caused by their acts or omissions</li> <li>c) work in accordance with information and training provided</li> <li>d) refrain from intentionally misusing or recklessly interfering with anything that has been provided for Health, Safety and Environment reasons</li> <li>e) report any hazardous defects in plant, equipment and workplace, or shortcomings in the existing controls, to a responsible person without delay</li> <li>f) not undertake any task for which authorisation and/or training has not been given.</li> </ul>	
<b>Responsibilities of Managers and Supervisors</b>	
<p>The incumbent is responsible for ensuring that the HSE Management System is implemented within the operations under their control. The incumbent must actively monitor the workplace to ensure that acceptable standards are maintained. Where risks are identified the incumbent must ensure that these risks are controlled, so far as is reasonably practicable.</p> <p>The incumbent's duties include:</p> <ul style="list-style-type: none"> <li>a) ensuring that employees, contractors and visitors are aware of relevant HSE procedures</li> <li>b) establishing that all equipment, plant and substances used are suitable for the task and are kept in good working condition: this includes the regular maintenance and servicing of equipment</li> <li>c) providing adequate training, information, instruction and supervision to ensure that work is conducted without harm to people or the environment</li> <li>d) taking immediate and appropriate steps to investigate and rectify any risks to people or the environment arising from the work activity</li> <li>e) bringing to the prompt attention of senior management any HSE issue that requires their attention</li> <li>f) ensuring that all incidents are properly recorded and reported and that an investigation is carried out to establish and rectify root causes</li> <li>g) actively participating in the HSE management system.</li> </ul>	

<b>Job Description Agreed By:</b>			
<b>Job Holder</b>		<b>Date:</b>	
<b>Manager</b>		<b>Date:</b>	