

JOB DESCRIPTION



Accounting & Control Assistant

JOB PURPOSE

Support the Finance Department with business accounting activities. This includes raising, sending and paying invoices, reconciling company accounts and chasing late payments.

PRINCIPAL ACCOUNTABILITIES

- Undertake daily tasks as required to deliver the above job purpose such as:
 - Invoice processing
 - Processing expenses
 - Credit control
 - Cash book/Day book Income & Expenditure maintenance
 - Maintaining the company purchase and sales ledgers
 - Bank reconciliations
 - Raising sales invoices
 - Liaising with third party providers, customers and suppliers
 - Basic administration
- Provide advice and support to staff, external customers or suppliers in relation to finance queries.
- Document and maintain the business' finance procedures, updating and implementing them wherever necessary.
- Update and maintain procedural documentation providing advice, guidance and instruction to all staff on relevant financial processes and policies.
- Ensure management information from systems used is available for timely and accurate reporting of the organisation's financial position both periodically and annually internally and to various bodies and statutory authorities as required.
- Assist in the review and redraft of Aberlour's financial policies and procedures, when required.

SCOPE OF PLANNING AND ORGANISATION

The post holder will report to the Accounting & Control Manager.

The post holder will identify and report on anomalies in relation to finance matters.

The post holder is expected to have a good knowledge of Banking, Accounts Payable (including expenses) and Accounts receivable and be confident in providing similar cover to other portfolios as and when needed.

The post holder operates within a range of regulatory requirements. Work is undertaken in accordance with the legal and charitable accounting framework.

In addition to responsibilities noted above, specific tasks are allocated by the Accounting & Control Manager, Finance & Reporting Manager or Director of Finance & Resources to the team in order to meet section and organisational objectives.

SCOPE FOR JUDGEMENT AND DECISION MAKING

There are both formal and informal meetings and communications with the line manager. The post holder has autonomy to manage their work within the framework of control and guidance as directed by the line manager.

The post holder will resolve problems in the first instance but will refer to the Accounting & Control Manager as and when required.

The post holder will correctly apply financial accounting policies and procedures and control systems and provide advice and guidance to service staff.

The post holder will, as part of the Finance team, contribute in matters of policy formulation in relation to all aspects of Aberlour's finances and overall financial viability.

RELATIONSHIPS

Internal

- Liaise with services and head office managers
- Liaise with other support function, fundraising and marketing staff
- Liaise with other Finance colleagues
- All staff are expected to attend team meetings and keep up to date with changes at service and organisational level. This includes accessing work email accounts, Aberlour intranet sites and supporting our marketing & fundraising initiatives and social media channels to help promote Aberlour

External

- The organisation's bankers on routine queries and problems
- Credit Card companies
- HMRC
- Other external suppliers and customers

QUALIFICATIONS

Association of Accountant Technician or equivalent qualification
or
Equivalent knowledge acquired by other means

EXPERIENCE

Working with computerised finance system and maintenance of finance ledgers including data entry, record keeping and ensuring financial controls in place are followed. Working with credit control processes and procedures. Working with colleagues providing good support with finance queries.

KNOWLEDGE

The post holder must be able to demonstrate

- knowledge and experience of financial systems (general ledger, sales ledger, cash book, payroll and purchase ledger)
- Proficient IT skills with a willingness to adopt and learn new technologies and systems – this includes communication, collaboration, recording and office applications. Training on specific systems will be provided

SKILLS

- Good communication skills (both verbal and written)
- Numerate and accurate in all aspects of work undertaken
- Ability to work in a team
- Ability to work under pressure is essential in order to meet deadlines

JOB CHALLENGES

Dealing with people who are not familiar with financial procedures or terminology

Additional Information –

Hybrid working/Blended approach between home-working and office based is envisaged.