

Job Description

Job title: Accounts Assistant

Responsible to: Managing Director

Job purpose:

- To complete general administration tasks relating to the business.
- To maintain all bookkeeping in relation to the business.
- To manage and maintain the purchase ledger
- To deal with customer and supplier queries in relation to payments, invoices and other related queries.
- To support in completing the staff payroll.
- To manage the staff expense claims and petty cash.
- To maintain all invoicing for sales and purchases, including collecting outstanding payments when needed.
- To check supplier invoices and make payments as needed for any supplies and services relating to the business.
- To keep adequate records of sales, purchases and cash flow.
- To adequately use the following software; Outlook, Word, Excel, Quickbooks and Corebridge (Corebridge is our internal system – training will be given).
- Be willing to learn new software / equipment and attend training as and when required for the business.
- To communicate effectively with colleagues and customers.
- To maintain a clean, tidy and safe office area.
- To effectively manage your own time, priorities and workload.
- To conduct yourself and carry out any work for the business in line with GH Display policies and procedures.
- To complete any other tasks that are deemed as reasonable.

Date job description created: 25th November 2019