



## **Job Description**

**Job Title:** Assistant Accountant

**Reports to:** Finance Manager

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### **1. Job purpose**

Support and oversee the day to day running of the Finance Function and assist the Finance Manager as required in the delivery of an effective, efficient and high quality financial information service.

### **2. Duties and Responsibilities**

- a. Monitor and oversee the work undertaken by the Financial Assistants to ensure required tasks are completed on time; action any shortfalls and coordinate workloads. Support and cover as required with Purchase Ledger, Sales Ledger & Credit Control. Administer team's personal and work development requirements.
- b. Assist with month end procedure including reconciling accounts; preparing journals; posting of invoices & room charges; raising recharge invoices; managing petty cash; collection and disbursement of Event Management funds; help with month end analysis review by interrogating systems and rectifying variances from budget.
- c. Main point of contact with Sales office regarding customer financial process query handling, Kinetics (Property Management System) queries; upgrades and testing.
- d. Support and train new users as required especially the Focal Point purchase order system. Be involved & assist with projects involving both the company's and department's growth. Offering advice, guidance, training and support to all departments for both new and existing finance functions.
- e. Active support in the accurate maintenance of the Financial procedures and controls including improving and updating.
- f. Liaise with customers, colleagues and suppliers as required, deal with and escalate if necessary, complex invoice/payment queries to a satisfactory conclusion.

- g. All staff have a statutory responsibility to take reasonable care of themselves, others and the environment and to prevent harm by their acts or omissions. All staff are therefore required to adhere to Imago's Health, Safety and Environmental Policies and Procedures.
- h. To undertake such other duties as may be reasonably requested and that are commensurate with the nature and level of the post.

**3. Points to note**

- a. All duties must be carried out in a manner that supports imago's commitment to equality and diversity.
- b. The post holder may be required to work outside of normal contracted hours if necessitated by the exigencies of the business.
- c. The purpose of the job description is to indicate the general level of duties and responsibility of the post. The detailed duties may vary from time to time without changing the general character or level of responsibility entailed.
- d. All duties must be carried out in accordance with relevant Health and Safety legislation and Imago's policies and procedures.

The above is designed to help you in the understanding of your role and is not intended to be a definitive list of your duties as flexibility in meeting company and guests' needs is required by all employees.

I confirm that I have read and agreed this job description which explains the main duties of my job.

Signed: \_\_\_\_\_ (job holder)

Print name: \_\_\_\_\_

Date: \_\_\_\_\_

**PERSON SPECIFICATION**

**Job Title:** Assistant Accountant

	Essential	Desirable
<b>Experience and Training</b>	<p>Experience of working in a Finance Function to include Nominal, Sales, Purchase Ledger and Credit Control</p> <p>Experience of Finance software and its administration</p> <p>A willingness to undertake further training as and when required</p> <p>A willingness to adopt new procedures as and when required</p> <p>Customer Service training</p>	<p>Working in a hotel type/multi-faceted business</p> <p>Experience of delegate payment systems</p> <p>Experience of a Hotel Booking System</p>
<b>Skills and Abilities</b>	<p>The ability to work under pressure, within timeframes and multitask.</p> <p>Strong analytical and observation skills</p> <p>Ability to work on own initiative and make appropriate decisions.</p> <p>Good I.T. Skills and competent user of Outlook, Excel &amp; Word</p> <p>Punctual, flexible and reliable</p> <p>Excellent interpersonal skills</p>	<p>Teamwork skills</p> <p>Proven customer care skills</p>
<b>Qualifications</b>	<p>Grade A*-C pass in GCSE English Language and Maths or equivalent</p> <p>AAT or similar qualified</p>	
<b>Equality and Diversity</b>	<p>Evidence a good working knowledge of equal opportunities and understanding of diversity in the workplace</p>	
<b>Other</b>	<p>Positive attitude and common sense in a finance field</p>	<p>Ability to direct team tasks</p>

