

JOB PROFILE

JOB TITLE: Assistant Management Accountant

REPORTS TO: Financial Controller

MAIN PURPOSE OF JOB:

To maintain the financial records and transactions of the Chamber Training and any other subsidiaries, whilst providing cover support to the main Chamber of Commerce. Provide assistance to the Financial Controller across all Chamber companies.

JOB OBJECTIVES:

- Day to day maintenance and control of all aspects of the sales ledger, purchase ledger, nominal ledger, bank accounts and petty cash;
- Adherence to departmental and company timetable, deadlines and policies;
- Able to cover suitable areas of Financial Controller role, as and when required;
- Assist in the preparation of month end journals e.g. prepayments, fixed assets and depreciation, accruals and preparation of reporting pack;
- Assist with preparation of year end pack and audit queries;
- Assist with budget and forecast preparation;
- Sundry posting of nominal journals as required;
- Ownership of sales and purchase ledger balances with an understanding of why account balances have occurred including any corrective actions ;
- Reconciliation of the sales and purchase ledger to the nominal account;
- Production of customer statements;
- Support to those undertaking credit control activities;
- Cash collection and banking together with handling of cheques received;
- Processing of bank receipts including those generated via Sage Pay;
- Bank reconciliations;
- Processing, posting and reconciling petty cash;
- Processing posting and reconciling company Barclaycard transactions;
- Analysis and posting of employee expenses;
- Cover for posting of transactions in support of export documentation team expenditure – applicable to Chamber of Commerce only;
- Schedule and undertake supplier and employee payment runs providing remittances where applicable;
- Ensure all costs are approved in line with agreed authorisation limits and adhere to company policy;



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- Maintaining current account balance with transfers to and from deposit accounts where necessary in line with agreed policy;
- Understand intercompany transactions ensuring posting are made and that the corresponding entry in the other company has been notified for action;
- Awareness of potential threats to the business particularly cyber-crime and fraud. Understanding how to identify threats and to take action to mitigate any issues or concerns;
- Understanding and usage of Chamber CRM system;
- Understand Chamber CRM system interface with Sage, provide ad-hoc cover for the interface;
- Cover for maintaining direct debit mandates and corresponding collections as required by customers, the direct debit scheme and company policy – applicable to Chamber of Commerce only;
- Support for the identification and evidencing of items to be claimed under an awarded grants;
- Support for reports and evidencing transactions in preparation for company audit;
- Be a knowledgeable and helpful member of the team providing support both within the finance team and to the wider organisation;
- Ad hoc support to Chamber events;
- Adhere to Chamber quality systems.
- Other duties as required to fulfil overall Chamber operational objectives.

PERSONAL SKILLS:

- AAT qualified;
- Knowledge of finance systems and ledgers, Sage 50c is an advantage;
- Knowledge and use of CRM systems;
- IT literate with an intermediate to advanced level use of excel being an advantage;
- Appreciation of third party software interfaces, specific training will be provided;
- Flexible approach with willingness to support the team and wider organisation;
- Committed and energetic, with a methodical approach;
- Pro-active approach;
- Organised with and ability to prioritise workload according to requirements of the job;
- Ability to identify and flag concerns or issues with transactions or items being presented;
- Confident and personable telephone manner;
- Attention to detail and checking data integrity;
- Ability to identify and flag opportunities for improvements in efficiency and effectiveness;
- Commercial awareness;
- Understanding and application of GDPR policy;
- Knowledge of and commitment to Chamber objectives;
- Team Player;