



CIH Job Description

Job title:	Accounts assistant
Department:	Finance and central services
Reports to:	Head of finance
Management of:	None
Location:	Hybrid - Coventry
Grade:	A4
Date prepared:	14 June 2022

Job Purpose:

- Deliver effective transactional activities and provide detailed financial information, including accurately processing invoices, expenses, VAT, cashbook, payments, and reconciliations in a timely manner, seeking process improvement opportunities by fully utilising current accounting and CRM systems.
- Handle and resolve queries within agreed timescales through effective communication, liaising with internal and external stakeholders.

Key responsibilities:

- Ensure the completeness and accuracy of supplier/customer account information on the ledgers at all times
- Process a high volume of transactions accurately, ensuring compliance with payables and receivables processes and other CIH policies where relevant
- Carry out BACS runs and supplier account reconciliations in a timely and accurate manner
- Track and allocate purchase orders
- Process payments and Direct Debits
- Provide support with Debtors Control and Cash Allocations
- Produce relevant financial reports as required
- Proactive to resolve queries for suppliers and internal and external customers
- Administration of Finance inboxes
- Assist with other accounts duties as required, including sickness and holiday cover

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Knowledge, skills and experience (e=essential, d= desirable)

- Minimum of 2 years experience on Sales or Purchase ledger (e)
- Ability to work to minimum supervision and tight deadlines (e)
- Attention to detail and accuracy (e)
- Ability to analyse and reconcile Sales / Purchase ledger accounts (e)
- Experience of investigating and resolving account queries (e)
- Ability to plan and manage of own workload to achieve deadlines and targets (e)
- Ability to write clear and concise correspondence (e)
- Excellent interpersonal skills and a flexible team player (e)
- Good IT skills including Excel, Word, Outlook and finance data management software (e)
- Basic knowledge of double entry bookkeeping (d)
- Experience of other Finance functions (d)
- Experience of database systems (d)
- AAT qualified, or actively pursuing AAT qualification (d)

Other information:

- The post holder will become a CIH member on appointment

Signed: Violeta Walker

Date: 14.06.2022

Reviewed: