

**Job Description – Accounts Assistant**

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| **Job Title:** | Accounts Assistant |
| **Team:** | Finance & Commercial |
| **Classification:** | Executive |
| **Reports to:** | Finance & Procurement Manager |
| **Classification of Line Manager:** | Manager |
| **Number of Direct Reports:** |  0 |

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| **Job Purpose** |
| The purpose of this role is to provide support for the transactional side of the finance function. Whilst the role will have a primary focus on the Accounts Payable side, we are transitioning to a more collaborative approach and thus there will be support required for other areas within the finance function such as Accounts Receivable, General Ledger, and claim compilation. |

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| **Our people and our offices** |
| West Midlands is an exciting, vibrant, and diverse region and West Midlands Growth Company aims to reflect this in all that we do. Our objective is that our work, services, and employment practices will promote a positive impression of the region, and we will take every step to minimise or eliminate outdated preconceptions and stereotypes. West Midlands Growth Company whole-heartedly supports the principle of equal opportunities in employment and opposes all forms of unlawful or unfair discrimination on the grounds of colour, race, nationality, ethnic or national origin, sex, disability, age, religious belief, sexual orientation, or marital status. We believe that it is in the company's best interests and of all those who work in it to attract, retain, and develop a diverse pool of talent. We therefore seek to ensure that the human resources, talents, and skills available throughout the community are considered when employment opportunities arise. We believe it is essential to the company's success to enable employees of all backgrounds to reach their full potential by encouraging a working environment that is inclusive to all. To this end and within the framework of the law we are committed, wherever practicable, to achieving and maintaining a workforce which broadly reflects the local community in which we operate.  |

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| **Main responsibilities and key activities** |
| * Maintain purchase ledger including invoice entry, payment processing within supplier payment terms and creditor management.
* Review and process staff expense claims.
* Review and maintain outstanding purchase orders, following up on outstanding approvals or other queries.
* Work collaboratively, support, and provide cover for the Assistant Accountant with accounts receivable and general ledger work such as raising sales\proforma invoices, processing customer receipts, general ledger journals and importing bank transactions.
* Credit control.
* Produce regular reports such as aged creditors, aged debtors, held invoices etc with supporting commentary in support of monthly Management Accounts packages.
* Proactively pursue creditor queries internally and externally.
* Cashbook maintenance and analysis.
* Assist with the compilation of claims.
* Support Assistant Accountant with VAT return.
* Work alongside the procurement team to help ensure that processes have been followed and document any process failures and propose solutions.
* Supporting with the administration of corporate accounts such as prepayment expense cards, uber for business etc.
* Proactive development of systems and processes to be suggested to Finance & Procurement Manager.
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| **Dimensions** |
| **Key relationships:*** Director of Finance & Commercial
* Finance & Procurement Manager
* Assistant Accountant
* Project Accountant
* Wider organisation as required
* External stakeholders and partners
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| **Key Skills and Competency Requirements** |
| **Area** | **Essential**  | **Desirable** |
| **Qualifications** | * Experience of working in a finance function.
 | * Relevant degree and\or part qualified AAT or similar
* Evidence of continuous professional development
* Minimum 3 years of working in a finance function.
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| **Skills and attributes** | * Ability to work positively with the full range of individuals and groups within the organisation embracing a collaborative approach to working.
* Ability to develop and maintain effective working relationships with other members of the organization, senior managers, partners, programme teams and third-party suppliers
* Proficient in MS office 365, particularly Excel
* Good communication skills
 | * Experience in an organisation funded by multiple projects\funding streams
* Experience in Public Sector, Teckal Company, or similar organisation.
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| **Knowledge and experience** | * Experience using electronic Finance Management Systems
* Use of online banking systems
* Management of transactional ledgers
 | * Experience using Advanced Financials (formerly Cloud Financials)
* Experience using Jaspersoft Reporting
* Experience working alongside a procurement function
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| **Our values** |
| **Wellbeing**  | **Health, growth, and inclusivity**We support and promote wellbeing of everyone we work with. We aspire to be an inclusive and engaged workforce, where everyone has a clear sense of purpose. We encourage everyone to thrive in a way that makes them successful, resilient, healthy, and happy, developing a growth mindset*.* |
| **Trust** | **Trusted Delivery Partners**We do what we say we are going to do, collaborating with our stakeholders to deliver and achieve regional outcomes, leading the way for economic development using our knowledge and expertise. |
| **Respect** | **Opinions Matter**We believe everyone has the right to be listened to and be heard. We appreciate the impact of our actions and behave accordingly. |
| **Leadership**  | **We all lead by example**We lead by example, that means as an external ambassador to the business, and internally to our workforce. We embrace innovation and creativity, empowering our teams to deliver quality transformative outcomes. |

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| **Prepared by:** |
| **Name** | **Job title** | **Date** |
| Paul Jones | Finance & Procurement Manager | August 2022 |