



<b>Job Title</b>	<b>Accounts Assistant</b>	<b>Directorate</b>	Finance
<b>Grade / Level</b>		<b>Cost Centre</b>	
<b>Reports to (Role)</b>	Financial Controller	<b>Direct reports (Roles)</b>	N/A
<b>Location</b>	Head Office based, in Elland		

**Role Purpose**

Newsome Ltd are seeking a skilled individual to join their Finance team as the Accounts Assistant and directly support the Financial Controller. This varied role involves maintaining and keeping all accounting ledgers up to date through regular reconciliations and supporting day-to-day tasks associated with the accounting function of the organisation. The ideal candidate will have a solid career history in a similar role, excellent attention to detail, strong Excel and Sage accounting experience, and the ability to work within tight timescales.

**Key Accountabilities**

- **Sales Ledger, to include:**
  - Raising invoices and credit notes
  - Processing of sales invoices onto customer invoice approval systems
  - Liaising with internal and external teams to resolve invoicing issues
  - Assist with customer queries and Credit Control
- **Purchase Ledger, to include:**
  - Logging and processing of purchase orders and invoices
  - Creation of new supplier accounts
  - Dealing with Supplier queries
  - Processing supplier invoices
  - Reconciliation of statements
- **Cashbook and Expenses, to include:**
  - Cashbook transaction processing
  - Bank reconciliations
  - Expenses and credit card processing
- **Other:**
  - Maintenance of spreadsheets and databases
  - Assist with reconciling and controlling balance sheet accounts
  - Other ad hoc duties

**Essential Qualifications and Experience**

- Checkable experience in a similar role(s)
- Excellent attention to detail
- A flexible approach to changing priorities
- Proficient in all MS Office skills with strengths in Excel
- Previous Sage experience
- A personable communicator with great customer relations skills and ability to liaise with external customers

**Desirable Qualifications and Experience**

- Relevant accounting qualification such as AAT

**Personal Specifications and Role Dimensions**

<b>People</b>	<b>Role Outline</b>	<b>Other</b>
<ul style="list-style-type: none"> <li>➤ Strong internal relationships with a team ethic</li> <li>➤ Being a Newsome ambassador through respectful client relationships</li> </ul>	<ul style="list-style-type: none"> <li>➤ Full time role, on-site parking</li> <li>➤ 25 days annual leave &amp; statutory BH</li> <li>➤ Salary dependant on experience</li> <li>➤ Death in Service &amp; Income Replacement benefits (after initial qualifying periods)</li> <li>➤ Workplace pension</li> <li>➤ Company bonus scheme (after initial qualifying period)</li> <li>➤ Office hours 8:30 - 5:00pm Monday to Friday</li> </ul>	<ul style="list-style-type: none"> <li>➤ Excellent attention to detail</li> <li>➤ Strong numerical understanding with demonstrable excel skills</li> <li>➤ Ability to manage conflicting priorities</li> <li>➤ Exceptional verbal and written communication skills</li> </ul>

Full-Time contract, standard hours 8.30am to 5pm Monday to Friday.