



Job Description – Accounts Assistant

JOB TITLE:	Accounts Assistant	DATE:	April 2021
DEPARTMENT:	Accounts	PREPARED:	QHSE Manager
LOCATION:	Aberdeen	APPROVED:	Andrew Robins
REPORTING TO:	Accounts Manager		

1. ROLE STATEMENT

Responsible for carrying out the general administration duties within the accounts department alongside managing the reception area whilst adhering to EnerQuip’s QHSE standards, responsibilities, policies and procedures.

2. MAIN RESPONSIBILITIES

- General administration duties within the accounts department including but not limited to maintaining the purchase ledger, including reconciling to purchase orders, job code allocation and invoice entry. Reconciling petty cash, issuing remittances to vendors, preparing timesheets for accounts entry, processing of weekly stock movements
- Manage reception area including answering incoming telephone calls, meet and greet of visitors
- Carry out other duties as requested by company directors

3. KNOWLEDGE, SKILLS, EXPERIENCE & REQUIREMENTS

- Excellent administration skills with a high standard of accuracy, consistency and confidentiality
- Good organisational skills demonstrating an ability to use initiative, prioritise workload and work well under pressure to ensure deadlines and the needs of the business are met
- Good Telephone manner
- Previous experience in an accounts department and knowledge of Sage 50 essential
- Good numerical skills
- Strong customer focus
- Ability to work both solo and part of a team
- Computer literate with sound knowledge of Microsoft office programs
- Excellent communication skills, verbal and written

Signed By: _____ Printed Name: _____ Date: _____