**JOB DESCRIPTION:**

**Job Title:**

*Accounts Assistant*

Main Purpose of Job:

Ensuring all invoicing is carried out for each business timeously and with a high level of accuracy.

**Responsible to:**

*Business Analyst*

Responsible for: n/a

Main roles include:

1. Sales ledger processes for each of the 5 businesses
2. Purchase ledger processes for each of the 5 businesses
3. Payment runs and sending remittance advices
4. Chasing outstanding payments.
5. Reconciling bank accounts on a monthly basis.
6. Year-end processes and reconciliations
7. Bank payments
8. Balance sheet reconciliation

*The above is not an exhaustive list of duties and you will be expected to perform different tasks as necessitated by your changing role within the organisation and the overall business objectives of the organisation.*