



## Job Advert

### Accounts Assistant

Kalsi Group; well-established manufacturing company in Birmingham are looking to expand their existing Accounts team; and have a fantastic opportunity for an experienced Accounts Assistant. This is a fantastic opportunity for an individual who would like to develop their career further in a positive fast paced growing environment.

#### Job Description & Key Responsibilities

##### **Overview:**

An Accounts Assistant forms part of a company's accounts team.

Accounts Assistant is an accounting term that refers to the monies that a company owes suppliers and vendors for goods or services received.

Accounts Assistant makes sure that a company pays all outstanding monies on time and that the invoices the company receives are correct. They check, for instance, that all invoices they receive meet VAT and general invoicing requirements and the amounts owed are correct.

Processing supplier invoices as well as payment and statement reconciliations.

You will have strong excel, outlook and good communication skills as well.

Accounts Assistant may sometimes have added tasks, such as reviewing employee expenses.

##### **Accounts Assistant Responsibilities:**

Accurately processing invoices and payments within payment deadlines.

Manage the reconciliation of supplier statements to the accounting system and follow up with any refunds which need to be processed.

Additional responsibilities may include liaising with suppliers regarding agreed payment profiles. In general, their key tasks include:

- Communicating with relevant suppliers to process invoicing or payment queries
- Attaching the correct documentation to invoices and reconciling purchase orders to invoices received
- Raise purchase orders
- Monthly petty cash
- Posting invoices and credit notes and ensuring they're coded correctly in the system
- Preparing monthly supplier statement reconciliations
- Checking, dealing and responding to all accounts external and internal queries by phone and emails; in a timely manner.
- Preparing supplier payments and ensuring that a senior Finance Manager has signed all payments off
- Investigating and resolving outstanding creditor items
- Effectively deal with and resolve promptly any queries that arise

Accounts Assistant is also responsible for ensuring that a business pays its creditors and vendors on time. These professionals also prevent unnecessary and potentially costly errors, such as unintentionally overpaying creditors. To avoid mistakes and effectively keep

track of accounts payable transactions, Accounts Assistant must work meticulously and pay careful attention to detail.

A successful Accounts Assistant will also have various other prerequisite skills and qualifications, these include:

- Working knowledge of general accounting procedures
- IT literacy, including knowledge of relevant accounting software, such as Sage and SAP systems
- Strong organisational skills, as they typically handle high volumes of invoices
- Excellent communication skills, including the ability to actively listen to others and relay information clearly
- The ability to build effective relationships with suppliers and creditors
- The ability to work well in a team and collaborate with others
- Teamwork - assisting colleagues within the wider accounts payable and accounts team in credit card and bank reconciliations.

**Accounts Assistant Experience Required:**

Ideal candidate will have experience from working in an accounts assistant environment. Good communication skills - both verbal and written, strong MS office skills including excel, excellent accuracy and attention to detail  
Ability to work on multiple tasks and able to follow deadlines

Department: Accounts

Position: Permanent

Salary: Dependant on experience and qualifications

Fulltime: 09.00am to 5.30pm Monday to Friday

Workplace pension

Onsite: Parking

20 days holiday plus 8 days bank holiday

Successful applicant to be considered for this role will be an established Accounts Assistant and be able to work with high value accounts. You will also have experience working in a high-volume target driven environment.

To apply please email your CV to [hr@kalsiplastics.co.uk](mailto:hr@kalsiplastics.co.uk)

Applicants must be eligible to work in the UK