

Job Code Accounts Administrator

Reporting to: Accounts Supervisor

Purpose: Administrative support to the Manual Payment function and Vendor Registration Process, supporting the Accounts Receivable and Purchase Ledger Team

Achieving Results

- Accurate & timely processing of vendor registrations
- All bank account changes recorded on Coins.
- Efficient support to the Accounts department.
- Good Internal communication with other Regional Offices
- Good external communication with suppliers/clients
- To achieve call backs within the given period?

Managing the Process

- The completion and set ups of Vendor Registrations including the bank account verification involving contacting Supplier/Clients by telephone and e-mail.
- Undertaking any general process of documents which includes incoming and outgoing post,
- Managing the dedicated e-mail boxes and the distribution of the contents
- Scanning in batches of work for the team members.
- Complete Credit score checks fortnightly
- To work on client statements to complete and request missing copies.
- To complete the manual payment process.
- Ad hoc duties within Accounts Rec & Purchase Ledger.
- Health and Safety - All employees have a statutory duty to look after their own safety and to give due consideration for the safety of others. Employees also have specific responsibilities as set out in the Company Health and Safety Policy.
- Equality & Diversity - All employees must comply with the Company Equality and Diversity Policy, ensuring that at all times behaviour is fair and non-discriminatory.

Service First

- To complete detailed notes of client contact on the Coins system
- To feed back any unsuccessful client contacts back to the Region
- Provide assistance to Regional accounts clerks, quantity surveyors and Commercial Managers
- Develop relationships with suppliers and colleagues.

Delivering Quality

- Data-input to a high standard to include all details relating to supplier/client contact.
- Ensuring source material is correct
- Excellent telephone manner.

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Comply with Lovell Policy and Employment Legislation, relating to;

- Equality & Diversity
- Recruitment
- Induction
- Discipline & Grievance
- Health, Safety and Welfare
- Absence Management

Regularly Communicate

- Carry out daily / weekly / monthly communication with team

Give and Receive Feedback

- Regularly discuss individual and team progress through one-to-one's

Support Learning and Development

- Support staff to enable development in line with their PDP
- Encourage progression towards full professional membership, where appropriate

Technical Skills and Knowledge

Web searches	Basic	Intermediate	Advanced
Microsoft Word			
Microsoft Excel			
Scanning			
Photocopying			
Data Input			
<u>Communication skills – verbal and written</u>			

Training Matrix

A training matrix for this role, which includes all the compulsory training which is required, is published on the People Development site on INSITE. Full course descriptions explaining the content of these courses are also available on INSITE.