

Slough Urban Renewal Senior Accounts Assistant (contract with Community Solutions)

Position: Senior Accounts Assistant

Primary Location: Slough

Reports to: Project Accountant

Slough Urban Renewal is a joint venture partnership between Slough Borough Council and Morgan Sindall Investments Limited set up to regenerate the borough of Slough over a period 15 years. The SUR masterplan comprises of leisure, hotel and restaurants, residential, schools and office space.

Key objectives of the role

The principal objective of this role is to support the implementation of a new finance function and deliver an effective and efficient service that supports information provided to each shareholder.

This will be a stand-alone role in Slough, working with a development management team of 10+ colleagues and the successful candidate must be a self-starter and able to set and meet their own deadlines and those given by the project accountant.

Key Responsibilities

Accounts payable

- Receiving invoices & arranging timely authorisation in accordance with company policy
- Process purchase invoices onto the accounts payable system
- Identify invoices for payment in accordance with the agreed credit terms
- Creating BACS, CHAPS & cheque payment instruction
- Prepare and send remittance advices
- Run monthly aged creditors report and review for missed payments

Accounts receivable

- Prepare and send invoices to customers
- Process sales invoices onto the accounts receivable system (COINS)
- Run monthly aged debtors report and chase outstanding debtors

Bank and cash

- Post bank transactions into the accounting system (COINS)
- Prepare monthly bank reconciliations for the bank accounts

Management accounts

- Support the preparation of management accounts by ensuring all timescales are adhered to
- Advising the project accountant of month end accruals and relevant journal entries
- Post journal entries into the accounting system on a monthly basis (COINS) following review by project accountant

General

- Assist in the preparation of VAT returns
- Submit CIS returns on a monthly basis

- Assist in ad-hoc duties as requested by the finance team
- Maintain a neat and orderly filing system for all documents received & created
- Support new processes that are being implemented across the team

Experience

- Experience with Microsoft Office
- Experience working with a computerised accounting system (COINS advantageous)
- Previous work experience in a Finance role (construction / development advantageous)
- Demonstrable experience of establishing and maintaining a robust finance function

Key competencies

- Experience accounts assistant
- Proven track record of building relationships internally and externally
- Strong organisational skills, must be able to set own deadlines
- Self-starter and must be able to meet their own deadlines
- Ability and confidence to challenge processes
- Ability to manage the preparation of accurate information to tight timetables

Benefits

On successful completion of probation,;

- Annual season ticket loan
- Morgan Sindall employee discount scheme
- Private medical insurance
- Study support in accordance with Community Solutions study policy (3 months after successful completion of probation period)