

JOB SPECIFICATION

Position: Accounts Assistant
Primary Location: London
Reports to: Financial Controller

Morgan Sindall Investments Ltd is a management company with a vision to create inspirational and innovative solutions that shape the development of healthy and vibrant communities. Part of a construction group, we work closely with other divisions in the Group to deliver projects in line with client objectives.

Key objectives of the role

The principal objective of this role is to contribute to the finance team's obligations to deliver an effective and efficient finance function that supports the Division.

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 (SAGE and COINS)
- Run monthly aged debtors report and chase outstanding debtors

Bank and cash

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

General

- Post journal entries into the accounting system on a monthly basis
- Prepare monthly bank reconciliations
- Assist in the preparation of VAT and CIS returns
- Assist in ad-hoc duties as requested by the Senior Project Accountant
- Maintain a neat and orderly filing system for all documents received & created
- Support new processes that are being implemented across the team
- Support the Senior Project Accountant and the management accounts process

Experience

- Experience with Microsoft Office
- Experience working with a computerised accounting system
- Previous work experience in a Finance role

Key competencies

- Looking to begin or continue a career in accountancy
- Self-motivated and eager to learn
- Good interpersonal skills
- Strong organisational skills
- 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
- Study support towards a professional qualification
- Morgan Sindall employee discount scheme
- Private medical insurance