

## Job Description

<b>Job Title:</b>	Assistant Accountant
<b>Reports to:</b>	Finance Controller
<b>Location:</b>	Longtown
<p><b>Job Purpose</b></p> <p>Responsible for ensuring that accounting information is accurately recorded and processed in a timely manner and to liaise directly with internal and external stakeholders whilst maintaining an excellent level of customer service to all. The role will support the WmArmstrong Longtown (WAL) business.</p>	
<p><b>Key Responsibilities</b></p> <ul style="list-style-type: none"> <li>• Weekly reconciliation of asset register, accruals and prepayments.</li> <li>• Maintaining Hire Purchase records.</li> <li>• Preparation of the monthly management accounts for the WAL business consisting of five business unit P&amp;Ls and a consolidated WAL position. Ensuring all revenue and costs are coded correctly.</li> <li>• Invoicing Milk department customers weekly and monthly.</li> <li>• Ensuring the daily banking requirements and reconciliations are undertaken.</li> <li>• Maintain WAL's 13-week cashflow forecast and prepare analysis for members of the Senior Leadership Team.</li> <li>• Updating of vehicle costings with daily vehicle mileage.</li> <li>• Preparation and submission of quarterly VAT Returns.</li> <li>• Provided KPI data as required.</li> <li>• Provide credit control activities for WAL.</li> <li>• Preparation of year end audit schedules and accounts for Auditors.</li> <li>• Ensure processes and procedures are correctly always followed.</li> <li>• General office duties including scanning and filing.</li> </ul>	
<p><b>Core Responsibilities (applicable to all employees)</b></p> <ul style="list-style-type: none"> <li>• To promote best practice in maintaining high levels of Customer Service</li> <li>• You must comply with all health and safety rules and regulations regarding the health and safety of yourself and others who may be affected by your acts or omissions.</li> <li>• Report any health and safety issue including accidents to self.</li> <li>• Follow all site rules.</li> <li>• You must comply with all relevant legislation.</li> <li>• Undertake such other duties that are required from time to time commensurate with this position.</li> <li>• Promote Wm. Armstrong in line with current company values, beliefs and branding.</li> </ul>	
<b>Direct Reports</b>	No
<p><b>Internal and External Relationships</b></p> <ul style="list-style-type: none"> <li>• Colleagues</li> <li>• Managers</li> </ul>	
<p><b>Knowledge, Skills and Experience Needed (Essential/ Desirable)</b></p> <ul style="list-style-type: none"> <li>• Must be highly proficient in using Microsoft Excel and proficient in using other Microsoft packages (Word, Outlook)</li> <li>• Previous experience of working within an accounts department.</li> <li>• Able to multitask and perform in a reactive environment.</li> <li>• Must be able to organise and prioritise and adjust as and when necessary.</li> <li>• Ability to work under pressure, both individually and as part of a team.</li> <li>• Be able to interrogate and question data.</li> <li>• Meticulous attention to detail and ability to produce accurate work.</li> <li>• Ability to communicate effectively (written and verbal) at all levels.</li> </ul>	

- Ability to identify and promote efficient ways of working whilst ensuring internal procedures are adhered to.

**NB:** Your duties may vary from time to time within the broad remit of your role and grade. You are required to undertake any such reasonable and appropriate duties. Work location is subject to discussion with immediate line manager and the requirements of the business.