

## JOB DESCRIPTION

**JOB TITLE:** Part-time Accounts Administrator

**REPORTS TO:** Managing Director / Group Accountant

### JOB PURPOSE

Granite Le Pelley are looking for an accounts administrator to join their busy team. The position will involve dealing with sales, purchase and contract ledgers along with payroll. You will be responsible for the processing of financial transactions, including foreign currency transactions.

### MAIN DUTIES & RESPONSIBILITIES

- Ensuring financial transactions, payments and invoices adhere to company authorisation procedures and are processed in a timely manner
- Sales and contract ledger includes setting up new clients/contracts, entry of application, certificates, cash received, reconciliations and undertake credit control including retentions
- Purchase ledger processes such as entry of invoices, matching GRN and purchase orders, payment process, supplier reconciliations and dealing with suppliers
- Responsible for bank and cash includes undertaking bank reconciliation, foreign currency payments, expenses and sundry payments
- Responsible for monthly and weekly payroll payment, including recording holiday/sickness, and entry into the general ledger, pension submission and accounting entry
- Managing petty cash
- Reconciliation of nominal ledger accounts including stock
- Undertake recharges of management time, stock to contracts and produce contract reports for contract manager.
- Assist with annual audit
- Further responsibilities such as statutory returns and Compliance for Jersey authorities such as GST, ITIS, Social Security, Statutory Returns, and associated payments may be considered.

### SKILLS

- A detailed knowledge of bookkeeping with relevant experience and/or qualification
- Strong verbal and written communication skills
- Computer literate with good knowledge of Microsoft Office particularly Outlook and Excel
- Ability to work independently and along with being able to be part of a team
- Experience in contract accounting is desirable

### COMPETENCIES

Commercial Awareness - Customer; Brand; Financial; Business; Regulatory

Communication Skills

Personal Effectiveness - Organisation of Work & Time; Teamwork; Approach to work; Quality and Accuracy of Work; Safety and Housekeeping