**ACCOUNTS ASSISTANT**

This is an excellent opportunity to work as part of a great charitable organisation with flexible working hours.

Working in this fast paced environment you’ll be providing financial support for The William Scott Abbott Trust and Sacrewell Ltd. This will include maintaining accounting records for sales, purchase and nominal ledgers, payment processing, reporting payroll information to our Payroll provider. Responsibilities will include internal/external communications, VAT & HMRC Returns, timely payments to staff and suppliers, bank reconciliation, monthly reporting, budgeting and preparing for annual audit. The Accounts Assistant will ensure the smooth running of our charity and business accounting and contributes in driving sustainable growth.

**WHAT YOU’LL DELIVER:**

**It’s about delivering financial support.** You will be responsible for delivering the Book Keeping services accurately, efficiently and to tight deadlines with minimal supervision.

**It's about great customer service**: You will provide 'exceptional service, every time, for everyone' and demonstrate our values and behaviours every day. You will provide a consistent point of contact for internal and external accounting queries and correspondence.

**It's about supporting growth of the business:** You will use all contacts as opportunities to promote and sell our products

**It's about supporting the business**: You’ll be providing an efficient and effective financial business support service.

**It's about teamwork**: You will be an excellent team player working alongside colleagues and volunteers, sharing knowledge and information, helping to create a great place to work.

**It's about working safely:** You will comply with Sacrewell procedures to manage risk to yourself, volunteers, visitors and contractors.

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**KNOWLEDGE, SKILLS and EXPERIENCE**

* A proven track record within a Book Keeping / Accounts Assistant role
* Experience of SAGE 50 accounting system including the processing of
  + Sales Invoices
  + Purchase Invoices
  + Supplier Payments
  + Journal Entries
  + Expense Claims
  + Bank Reconciliations
* Advanced IT skills (Microsoft Office)
* Previous experience of partial exemption VAT reporting and returns.
* Ability to apply financial and system knowledge
* Outstanding written and verbal communication skills including questioning, influencing and negotiating techniques with active listening and a confident style
* Awareness and understanding of the core purpose and work of The William Scott Abbott Trust at Sacrewell.
* Well organised, attentive to detail and a good team player.
* Flexible customer-focused approach, able to multi-task, prioritise own workload, and maintain confidentiality.
* Knowledge of Health and Safety, Fire and Security, Equality and Diversity procedures.

**Desirable:**

* Use of tills with automatic update of accounting system
* Knowledge of Charity Accounts
* Knowledge of Gift Aid