



Job Description

JOB TITLE: Assistant Financial Accountant

DEPARTMENT: Finance

REPORTING TO: Financial Accountant

LIAISON WITH: All other company departments
Other Group companies
Suppliers
Customers
Bankers

KEY RESPONSIBILITIES

To provide analysis support and key reconciliation of controls in respect of our UK and US subsidiaries. This will include regular liaison and co-operation with other members of the Finance Department and overseas staff.

The primary objective is to support the smooth operation, input and accurate maintenance of the General Ledger relating to G4S Technology and other subsidiaries.

General Ledger

UK

Assist in production of monthly accounts to 3 day timetable

Assist in preparation of Month end reports

Monthly reconciliation of all relevant GL accounts

Preparation and posting of Journal Vouchers

Maintaining schedules for leased vehicles and employee benefits calculated thereon.

Maintain schedules for the calculation of Prepayments and Accruals

Providing accounting analyses - both regular and ad-hoc

Production of Daily/Weekly reports

Set up of electronic payments and cash transfers on Banking software

Preparation of CIS return.

Assist in the preparation of the UK Tax pack

Assist in the preparation of schedule and reports used to complete the statutory accounts.

US Subsidiaries

Maintain control of Intercompany transaction between UK and US subsidiaries

Maintain Fixed Asset registers



Accounts Payable

Oversee the Purchase ledger for 3 smaller US subsidiaries to include :-

- Processing of purchase invoices (obtaining authorisation, coding, input and checking)
- resolving queries with suppliers
- Arranging payment of supplier invoices (via electronic banking facility)
- Posting Disbursements made in UK, and USA
- Supplier statement reconciliations
- Investigation and resolution of debit balances
- Minimising unallocated cash
- Month end routines

Accounts Receivable

Oversee the Sales ledger for 3 smaller US subsidiaries to include :-

- Raise monthly sales invoices
- Posting cash received per agreed allocations
- Minimising unallocated cash
- Regular analysis of ageing
- Month end routines

Other

- Paychannel catering and bank Reconciliations
- Paychannel settlement file checking provide cover when required
- Ad hoc duties as required

PERSON SPECIFICATION

Job Title: Assistant Financial Accountant

Department: Finance



Attribute	Essential	Desirable
Attainments / qualifications	Accurate and methodical Proactive and responsible Adheres to agreed procedures, but able to demonstrate initiative	Part qualified with one of the recognised accounting bodies. Keen to progress with qualifications and looking to progress their career
Previous experience / training	Experience of working in a similar role IT literate with Microsoft Excel / Access / Word experience	Experienced of foreign operation
Skills / knowledge	Keen to own and resolve issues Good communication skills Highly numerate Good keyboard skills	
Personal skills	Personable Good organisation skills Able to work to deadlines Able to work as part of a team or under own initiative	