



JOB DESCRIPTION

Position Title:	Accounts Assistant		
Department:	Finance	Date:	04/05/2017
Location:	Leeds		
Reporting To:	Finance Manager		

ABOUT DTP GROUP

DTP Group is an IT specialist with over 25 years' experience supplying products, services and leading-edge IT solutions to the public sector and some of the largest UK businesses. During these years of trading we have consistently pioneered the latest technology to drive efficiencies and deliver measurable savings.

DTP's specialist solutions divisions are highly experienced. Our expert professionals lead the industry with their vendor accreditations and they excel at designing and deploying solutions that deliver measurable savings against customer's current IT costs, by leading with an innovative Total Cost of Ownership (TCO) analysis approach.

We are an equal opportunities employer and welcome applications from all suitably qualified persons regardless of their race, sex, disability, religion/belief, sexual orientation or age.

JOB OVERVIEW

As Accounts Assistant, you will be responsible for the day-to-day running of finance functions; including processing invoices alongside the Purchase Ledger Clerk, assisting the Credit Controller and Management Accountant.

Development and external training in the AAT qualification will be provided.

KEY TASKS

The Accounts assistant performs:-

- Preparing sign off of purchase ledger invoices
- Coding of purchase ledger invoices
- Posting of purchase ledger invoices
- Statement reconciliation
- Email queries
- Provide accounting and clerical support to the Finance department
- Dealing with internal and external queries
- Supporting the Credit Controller and Management Accountant
- Liaising with staff at all levels

DESIRED SKILLS AND ABILITIES

Desired skills and abilities:

- Ability to manage and work within multiple mixed teams concurrently
- Keen focus on accuracy and attention to detail
- Ability to establish rapport and maintain effective relationships with suppliers/customers, quickly gaining their trust and respect
- Integrity and calmness under pressure
- Good understanding of Excel
- Good commercial acumen and all-round business awareness

Key skills:

- Good working knowledge of MS Office
- Desire to train and move forward in accountancy
- Excellent communication skills, both written and verbal
- Ability to work within a busy Finance team and independently
- Ability to bring new ideas to implement more efficient processes

Desirable Qualifications/Experience:

- Desirable qualifications – AAT Level 2-3
- Good understanding and working knowledge of SAGE