



## **JOB SPECIFICATION - 2017**

**Title: Accounts Clerk**

**Reporting to: Financial Controller**

### **Role Description:**

- All Accounts Payable functions, including, obtaining correct authorisation and inputting of invoices and credit notes, preparing the payment print, checking supplier statements and resolving any queries.
- Assisting with the checking of expense claims.
- Petty cash
- Assisting with the operation of the company switchboard, taking calls, messages and enquiries and ensuring they are directed to the correct individual or department.
- Sorting, matching, and scanning documents on the internal KnowledgeWorker system
- Support with opening and distribution of the post, franking external post for collection.
- Ad hoc accounting duties.

### **Qualifications/Experience:**

- Accounting experience an advantage.
- Good computer skills including word and excel.
- Ability to work in a team or autonomously to meet deadlines.