

Role Profile & Person Specification

Job Title:	Part Qualified Accountant
Department:	Finance
Location:	Fanshaws
Role reports to:	Financial Accountant

Role Profile

Purpose of Role

To accurately generate and maintain companies invoicing on Sage 200 sales ledger, carry out agreed credit control activities and report credit issues which need escalation.
To raise all invoices required by the organisation, inputting to Sage 200 and distributing to customers by email. Assisting the Financial Accountant in the preparation of monthly management accounts and any ad-hoc duties as required Improving and documenting processes to facilitate easy spread of knowledge across department.

Key Responsibilities:

Invoicing

- Invoicing using Sage, ensuring accuracy and compliance with IMI pricing structure and individual pricing agreements
- Monitor discounts given and provide summaries and data on such discounts as required.
- Responsible for raising invoices and credit notes for all areas of the business, using the data from multiple sources e.g. QLMS, etc.
- Drive significant automations, efficiencies and improvements to invoicing process to deliver a time saving and increased accuracy.
- Provide support and information for all IMI staff as required in relation to the role.
- Embrace change and have input into new invoicing practises and procedures

Sales Ledger (Sage 200)

- Maintain the Sales Ledger
- Follow the agreed process for setting up new customers or making amendments. Process credit checks on new customers as required
- Deal with any customer related queries
- Carry out customer related filing as required

Credit Control (Sage 200)

- Carry out agreed International credit control activities
- Co-ordinate the monthly credit control process, including:
 - Issue statements to debtors
 - Issue letters and take proceedings as appropriate
- Provide cover for the Finance team to prepare monthly credit control information for management, including aged debtors report and commentary.
- Attend credit control meetings as required

Financial Accounting

- Closely supporting the Financial Accountant to prepare and post monthly journals
- Update monthly management accounts for review by Financial Accountant.
- Prepare key balance sheet reconciliations on a monthly basis for review
- Maintain fixed assets and depreciation schedules

- Assisting the Financial Accountant with any ad hoc reporting duties as required
- Other**
- Carry out other tasks and activities as requested by the line management.
 - Provide general administrative and business support to the Finance team (Expenses, Company credit cards, etc).
 - Provide cover for other members of the Finance team.

Key Performance Indicators:

- Invoices, Credit Notes, Credit Control, Aged Debt
- Sage 200 accuracy

Key Relationships:

- Finance team:
 - Finance Assistant (Supplier Payments & Receipts)
 - Financial Accountant
 - Finance Director
- Business Development team
- Other internal income generating teams
- Membership & Professional Registration team

Job Context:

- The job-holder reports to the Financial Accountant
- The job holder is a Team Member

Job Dimensions:

- Organises and prepares documents using templates or information provided by others
- Performs a range of activities that require knowledge of the wider business and procedures
- Works mainly to routines and follows processes, but has scope to prioritise own workload as necessary
- Communication involves transfer of factual information and/or explanation
- The job-holder does not have any direct reports
- The job-holder has access to the following systems in the organisation:
 - Sage 200 (Sales Ledger)
 - Sage 200 (General Ledger/Bank)
 - QLMS - read only
 - ProDrive (Membership/PGM)
 - LMS
 - VOCANTO order system

Authority Level:

- Financial – none
- Operational - Requires supervision/guidance in non-routine situations

Person Specification

Essential Knowledge & Experience

- Approximately 2 years work experience in a similar role processing invoices. Ideally within an Awarding Body, motor industry or qualifications related business.
- Proficient in MS Office suite (Outlook, Excel, Word, Powerpoint).
- Part qualified accountant in a similar role

Desirable Knowledge & Experience

- Experienced at raising sales invoices & credit notes through bespoke invoicing system
- Hands on experience using Sage 200 (Sales Ledger)
- PowerBI, Microsoft Planner, Microsoft To Do.

- Education or professional body sector background
- Automotive sector experience

Required Skills & Abilities

- An eagerness to learn, improve processes and make a real difference to a Finance department.
- Intrinsically motivated with a desire to take on additional responsibility and support other team members.
- A systematic and efficient approach to administration, good numerical skills with a high level of accuracy and attention to detail essential.
- Organised and methodical, able to prioritise and organise workload effectively.
- Flexible with good time management to meet team deadlines.
- Good verbal and written communication skills.
- Works well as part of a small team.
- Excellent telephone technique.

Qualifications:

- Part qualified in a recognised accountancy qualification (ACA, CA, ACCA, CIMA)
- GCSE grade A*-C in English & Maths
- NVQ Level 2 Finance Qualification

Other

The job-holder will have the opportunity to study for a recognised accountancy qualification once they have completed the required probationary period.