

## JOB DESCRIPTION

The Networking People (TNP) Ltd

### Accounts Assistant

Responsible to: Finance Manager

Responsible for: None

Salary: £25,000.00 - £28,000.00 (plus benefits)

#### Overview

We are looking for an enthusiastic, hardworking and highly organised individual to join our dynamic growing company. The candidate should have excellent people & communication skills and experience in a professional finance role.

#### MAIN FUNCTION

The candidate will have a range of responsibilities focused around assisting with the smooth operation of company's accounting and finance functions. This will include processing customer & supplier invoices, processing of sales orders, looking after orders to the TNP webstore, supplier & customer account allocations, and credit card reconciliations. The candidate will need to maintain excellent communication with suppliers and customers and be prepared to deal with simple queries, as well as assisting with and escalating more complex issues.

#### SPECIAL CONDITIONS

None

#### CONTACTS

Name/organisation	Reason	Approximate Frequency
Finance Manager or nominated representative	Day to day management, directions & instructions	Daily
TNP Internal	Teamwork	Daily
Customers & Partners	Handling telephone and email finance enquiries and processing invoices	Daily
Suppliers	Handling telephone and email finance enquiries and processing invoices	Daily

## MAIN DUTIES

1. Acting as an initial finance contact for customers and suppliers, answering telephone & email enquiries and contacting customers & suppliers as required
2. Setting up new customers & suppliers in finance software, ensuring payment details, credit limits and terms are correctly recorded
3. Processing of supplier purchase invoices
4. Processing of customer sales invoices
5. Processing of customer sales orders and management of TNP Webstore orders
6. Assisting with reconciliation of monthly company credit card statements
7. Assisting with allocations of supplier and customer accounts
8. Assisting with debtor management & credit control
9. Providing holiday/absence cover for the procurement function as required
10. Day-to-day support of internal and external projects including liaising with other parties as necessary
11. Such other duties appropriate to the grade as may be directed by the Board of TNP or its nominated representatives

**PERSON SPECIFICATION**

Criteria	Essential / Desirable	Application form / Interview
AAT Level 2 or equivalent qualification/experience	Essential	Application Form/Interview
A minimum of 1 year's experience in a relevant finance role	Essential	Application Form/Interview
Experience of using professional accounting packages e.g., Sage, SAP etc	Essential	Application Form/Interview
Strong communication skills in writing, over the phone and in person	Essential	Application Form/Interview
Ability to maintain high levels of professional conduct and confidentiality	Essential	Application Form/Interview
Experience of using a range of standard office ICT applications including Microsoft Office, with the ability to learn new software applications	Essential	Application Form/Interview
Enthusiasm and a demonstrated capability for problem solving, with an ability to identify and focus on key issues	Essential	Interview
Ability to exercise initiative and to suggest, through line managers, improvements to services, systems and processes	Essential	Application Form/Interview
Ability to work both independently and as part of a team, with minimum day-to-day supervision	Essential	Application Form/Interview
Experience of managing and prioritising a diverse workload, to meet deadlines and to work under pressure	Essential	Application Form/Interview
Willingness to undergo further training to fulfil operational requirements and for personal development	Essential	Interview
Experience within the IT/telecoms industry	Desirable	Application Form/Interview
Experience of working in a customer facing role	Desirable	Application Form/Interview