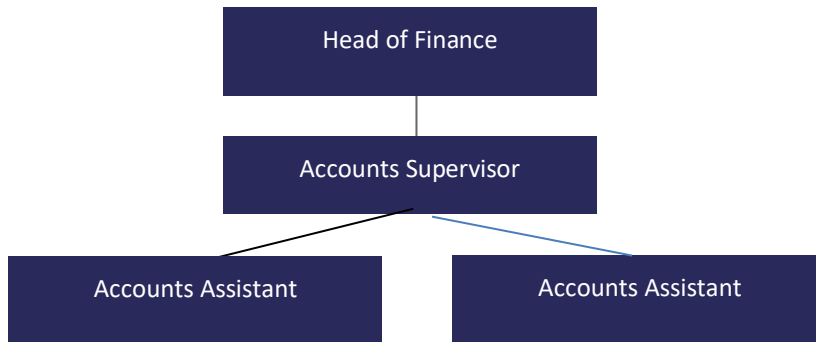




Specialists in Education Catering

Function:	Finance
Position:	Accounts Assistant
Job holder:	
Immediate manager (N+1 Job title and name):	Accounts Supervisor
Position location:	Trigate

ORGANISATION STRUCTURE



1. Purpose of the Job

- To manage CountIT processes within AiP Group. To manage cash transactions and monthly stock figures and reconcile between weekly trading sheets and financial systems.
- To process monthly sales invoices

2. Job Responsibilities

CountIT

- Process and reconcile all weekly sales information from weekly trading sheets
- Process and reconcile stock information from weekly trading sheet
- Coding and input of Manual invoices that are not processed
- Liaise with Area Managers to ensure timely processing of weekly trading sheets
- Provide financial assistance to Accounts Supervisor
- Maintain regular contact with the Porto team for any month end postings after Trading period close, any adjustments to be made and any Cash Sales issues

Sales Invoicing

- Raise regular monthly sales invoices in SAP
- Raise ad-hoc sales invoices in SAP
- Provide sales information to Accounts Supervisor when required
- Raise credit notes as required

General

- To provide ad-hoc support to the UDC Administrator, where required, training will be provided

5. Accountabilities

- Weekly sales and stock information is processed and reconciled within the given timeframes
- Sales invoices and credit notes are raised and processed within the given timeframes

Locally Sourced

Fresh

Seasonal





6. Person Specification

- Working knowledge of accountancy systems
- Comfortable working at pace and managing their own responsibilities
- Experience of working in a high volume, fast-paced environment
- Demonstrable communication skills with finance and non-finance colleagues especially operations
- Spirit of improvement - good attention to detail and inquisitive nature, willing to challenge process and status-quo
- Team spirit – works well in a team, maintains a collaborative approach

7. Other

- The list of duties is not exhaustive
- Position based at Trigate Office, Birmingham

