

Lindsey Marsh Drainage Board

Job Description

Job Title: Accounts Assistant

Grade: 2

Salary: £24,846 - £28,359 (dependent on experience)

Role Objective: To support the processing of accurate and timely accounts.

Core Responsibilities:

1. Processing invoices and purchase orders.
2. Processing payments and receipts in the SAGE accounting system.
3. Chasing and processing timesheets and assigning relevant projects in the SAGE system.
4. Reconciling accounts data to ensure accuracy.
5. Processing time sheet data and importing data.
6. Processing stock information.
7. Identifying and resolving errors in financial records.
8. Liaising with customers and suppliers.
9. Filing financial records.
10. Undertaking banking related tasks including payment runs.
11. Creating and maintaining spreadsheets.
12. Checking accounting emails and collating responses as required.
13. Supporting team members to create resilience in the team and a strong 'one team' approach.
14. Communicating with relevant stakeholders within the Organisation and with external partners/Bodies where required.