



CIH Job Description

Job title:	Assistant Accountant
Department:	Finance
Reports to:	Head of Finance
Management:	(None)
Location:	Coventry / Hybrid
Grade:	Tbc
Date prepared:	05 January 2023
Job Purpose: <ul style="list-style-type: none">• Ensure effective purchase and sales ledgers administration, seeking process improvement opportunities by fully utilising current accounting and CRM systems.• Handle and resolve queries within agreed timescales through effective communication, liaising with internal and external stakeholders.• Accurate preparation of prepayments, accruals, and bank accounts reconciliations to ensure prompt completion of the management accounts.	
Key responsibilities: <ul style="list-style-type: none">• Ensure compliance with Payables & Receivables Processes and other CIH policies where relevant.• Work with the rest of the finance team to improve systems and processes to ensure efficient processing of transactions.• Ensure cashbooks, accounts payable, accounts receivable, and invoice settlement processes on the accounting system are complete and up to date.• Administration of credit card claims, ensuring full compliance with designed processes.• Manage PO process and related queries.• Resolve sales orders queries, ensuring CRM and accounting system customer data is fully reconciled.• Preparation of accruals and prepayments journals.• Prepare control accounts reconciliations.• Proactively resolve queries for suppliers and internal and external customers.• Support cash flow management.• Assist with queries during the year end process.• Produce relevant financial reports as requested.• Assist with other finance duties as required, including sickness and holiday cover.	



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Knowledge, skills and experience (e=essential, d= desirable)

- Minimum 4 years transactional finance experience (e)
- Attention to detail and accuracy (e)
- Good knowledge of double entry bookkeeping (e)
- Experience of investigating and resolving queries (e)
- Ability to plan and manage own workload to achieve deadlines and targets (e)
- Ability to write clear and concise correspondence (e)
- Analytical thinking (e)
- Excellent interpersonal skills including being a flexible team player (e)
- Ability to positively influence colleagues (e)
- Good IT skills including Excel, Word, Outlook and accounting packages (e)
- Experience of other Finance functions (d)
- Experience of database systems (d)
- AAT qualified, or actively pursuing AAT qualification (d)

Other information:

- The post holder will become a CIH member on appointment

Signed: Violeta Walker

Date: 05.01.2023

Reviewed: