

## **Office Accounts Assistant**

### **ACCOUNTING**

- Entering purchase orders, delivery notes and supplier invoices.
- Entering stock items in the system and allocating them to their respective jobs.
- Authorise invoices for payment.
- Raising cheques for local suppliers when necessary and/or arranging BACS or credit card payment when necessary.
- Reconciling engineers delivery notes for invoicing.
- Installation projects invoicing.
- Credit control – debtors telephone chasing, sending out reminders and statement of accounts.
- Admin of rentals
- Monthly stock take and reconciliation of stock.
- Standing orders reconciliation.

### **GENERAL OFFICE**

- Answering telephone calls, taking messages or dealing with callers when necessary.
- Keeping an up-to date filing system for delivery notes, invoices, purchase orders etc.
- Dealing with rental calls, arranging collection, deliveries or change-overs when necessary.
- Ordering office and cleaning supplies.
- Filling in credit account applications for new suppliers and updating the suppliers list accordingly.
- Generally dealing with daily running of the office.