Job Title:	**Accounts Assistant**
Grade:	**TBC**
Location:	**Longleat**
Department:	**Finance**
Reports to:	**Financial Controller**

Job Summary

The main purpose of this role is Purchase Ledger, making sure our suppliers are paid accurately and on time.

You will also assist with reconciling our bank accounts, keeping our financial records in good order, and supporting the wider team with accounts receivable, month-end and other tasks as needed.

Key Responsibilities

- Process supplier invoices and credit notes via the expenses and involving system, ensuring the correct coding and approvals are in line with company procedures.
- Prepare and process bi-weekly supplier payment runs via the accounts system.
- Reconcile supplier statements and respond to supplier queries in a professional and timely manner.
- Maintain supplier records, including new supplier set-up and bank detail verification to prevent fraud.
- Carry out regular bank reconciliations in Sage Intacct, investigating and resolving any unreconciled items promptly.
- Review and process expense claims through ExpenseIn system.
- Be an ExpenseIn 'Super User', being a contact for the business and respond to internal queries.
- Respond and resolve to internal and external invoicing queries, via the accounts email inbox.
- Provide cover for accounts receivable when required, including raising sales invoices, allocating customer receipts and chasing outstanding debts.
- Support month-end and year-end processes, including any ad hoc enquiries required by the Financial Controller.
- Assist with the annual audit.
- Identify opportunities to improve, streamline and automate processes within the purchase ledger function, making the most of our systems.
- Provide general support to the Finance team and cover other duties as required.

General

- To act as a brand ambassador for Longleat ensuring that all work adheres to our brand guidelines/proposition and aligns with our vision of a Picture-Perfect site whilst performing the function required.

- To provide a guest focused service at all times ensuring that all work is completed to the highest standards of the brand.
- Represent the Company at all times by being smart in appearance and presentable whilst behaving in an appropriate manner in line with our cultural values.
- Be accountable for their own development seeking out opportunities to learn new skills to continuously improve.
- Work in a responsible and safe manner at all times adhering to Health & Safety, safe working practices and Company Policies and Procedures.
- Such other reasonable duties as and when required by your Line Manager.
- *The above list of duties is not exclusive or exhaustive and the post holder will be required to undertake such tasks as may reasonably be expected within the scope of the role.*

The Ideal Candidate - Knowledge, Experience and Qualifications

Essential

- Previous experience in a purchase ledger or accounts payable role
- Technically proficient and quick to pick up new software, with a keen interest in getting the best out of digital tools
- Experience using a cloud-based accounting system
- A strong working knowledge of Microsoft Excel- Intermediate level
- A-Level qualified or equivalent

Desirable

- Experience using Sage Intacct
- Experience using ExpenseIn invoicing system
- AAT qualification (or equivalent)
- Some exposure to Accounts Receivable

The Ideal Candidate – Key Competencies

Essential

- A forward-thinking approach, with the curiosity to question how things are done and suggest better ways of working
- Excellent attention to detail and accuracy
- Good organisational and time-management skills, with the ability to work to deadlines
- Confident communicator, comfortable dealing with suppliers and colleagues at all levels

Desirable