

Job Description

Job Title: Accounts & Admin Assistant

Responsible to: Accounts Manager

Salary: 18k per annum | 40 hours per week full time

Job Objective

To work as part of the accounts team to ensure that all cash and card takings are counted and recorded accurately. You will be responsible for the smooth running of the daily shift data spreadsheet.

You will be the contact between the operations manager in Falmouth and accounts manager in Truro, ensuring the smooth running and reporting of the purchase order and purchase ledger system, to enable the accounts manager to produce accurate monthly management accounts and ensure that suppliers are paid accurately and in a timely manner.

Job Purpose & Specific Tasks

- Cash counting
- General updating of ongoing customer registration and voucher spreadsheets
- Downloading of ticket machine data daily, reporting any issues with missing shift data. Data entry and reconciliation.
- Liase with the operations manager, tracking purchase orders, managing the PO spreadsheet and inputting and paying suppliers in order to assist the accounts manager in real time financial refit figures.
- Purchase ledger
- Work as part of a team in an office based environment including telephone answering when required.
- Assist the accounts department with other tasks as and when required.

Please note that Summer months will require high levels of money counting and lower levels of purchase order management. Winter will require lower levels of money counting and higher levels of purchase order management.

Hours of Duty

The normal hours of duty are 9am until 5pm - Monday to Friday.

You will be based between King Harry Ferry (Feock) and Falmouth as per specific job tasks.

Special Requirements

- The post holder needs to have excellent computer skills especially in the use of Microsoft Excel. You will need to be able to create spreadsheets, enter data and create simple equations in cells.
- Must have very strong attention to detail, good concentration skills and be able to work accurately at all times
- You must be reliable and trustworthy
- Experience with Sage would be desirable but not essential as training will be given.
- Previous cash handling experience
- Be able to work under your own initiative once trained, to a consistently high standard
- Have the means of transport to work between two different locations.
- Be able to work as part of a close office team in a fun environment
- Please note that the office is dog friendly so there are usually dogs within the office.