

Langford Veterinary Services

Job Description

Job Title: Accounts Assistant
Reports To: Assistant Accountant

Background and Job Purpose

Langford Vets is a commercial veterinary business, consisting of veterinary referral hospitals, first opinion practices and diagnostic laboratories. Langford is located 12 miles south of Bristol. This is a medium sized company consisting of over 200 staff.

The Accounts Assistant will be comfortable working autonomously under pressure and will enjoy a challenge. You will work as part of the Purchase ledger team, alongside the Accounts Assistants and will report directly to the Assistant.

The role may involve travel to the company's bank.

The ideal candidate will have

- Advanced computing knowledge and interest
- Experience working in a finance team
- Be keen to work within a high performing efficient team.

Responsibilities

- Process all daily till reconciliations for all divisions and ensure payments are appropriately allocated. Bank customer monies received and pay into company bank account.
- Ensure all bank statement transactions are appropriately allocated and accurately matched.
- Process purchase invoices.
- Raise and maintain purchase orders in line with authorised signatory.
- Reconcile supplier's statements.
- Ensure the filing for the finance department is kept up to date.
- Perform the reconciliation between the veterinary practice management software and sage, ensuring all queries and adjustments are posted accurately.
- Open departmental post each day and ensure appropriately allocated and actioned where appropriate.
- Provide any other duties as requested by the Finance director, Management Accountant and/or Assistant Accountant.

Relevant experience, skills & knowledge

Essential	Desirable
<ul style="list-style-type: none">• Experience of working in an office environment with responsibility for handling cash• Experience of processing purchase invoices• Fluent with Microsoft Excel and Word• Experience of a paperless finance environment.• Experience of an excellent control environment.	<ul style="list-style-type: none">• Knowledge of a Sage accounting product – preferably Sage 200• Experience of processing purchase orders

Relevant qualifications

Essential	Desirable
<ul style="list-style-type: none">• Educated to “GCSE” level or equivalent	<ul style="list-style-type: none">• Educated to “A” level or equivalent

Communications and interpersonal skills

Essential	Desirable
<ul style="list-style-type: none">• Excellent written & verbal communication skills• Accuracy and attention to detail• Proactive attitude and desire to learn and develop role within the team• Excellent team player• Comfortable working autonomously and to a deadline	