


Job Specification

Position	Accounts Assistant
Reporting to	Company Accountant
The Company	<p>Brigade Electronics, established in 1976, is at the pinnacle of commercial vehicle and mobile plant safety. A founder and innovator of sensing and monitoring systems that have helped save countless lives across the globe for over forty years.</p> <p>Whilst our portfolio can be emulated, our commitment to vehicle safety, our reliable, trusted products and our dedicated team of experts, cannot. We invest in people as well as technology. Everyone in the Brigade family understands the life-changing significance of the products and service we provide and the importance of outstanding systems that work in the most demanding of situations.</p> <p>The Brigade Group organisation is based in the UK and has subsidiary companies in the USA, Canada, Germany, France, Italy, The Netherlands and Poland, and selling in to over 80 countries world-wide via our National Distributor network.</p>
Purpose of role	<ul style="list-style-type: none"> • Provide administrative support to the Accountant, undertaking clerical tasks and help to maintain the office and keep it running smoothly. • Maintain the purchase ledger, including invoice processing and supplier payments for UK.
Key Responsibilities	<p>Transactional Processing</p> <ul style="list-style-type: none"> • Processing invoices through the accounting software • Reconcile invoices received to purchase orders • Organising payments to suppliers on a timely and most cost-efficient way • Reconcile supplier statements on a regular basis and clear queries arising therefrom • Communicate purchase ledger close dates and the last date invoices can be received to be included in a payment run. • Analysis and process of monthly company credit cards & expenses • Check expenses and receipts to ensure they're accurately recorded, and the supporting documentation is adequate

	Document title Job Description - Accounts Assistant		Page 1 of 4
	Revision no. 1	Issue Date Oct 2018	

	<ul style="list-style-type: none"> • Reconciliation of purchase ledger to general ledger at month end for various entities • Raise credits for returns, pricing errors, cancelled orders, NCPs etc • Regular bank reconciliation for all UK bank accounts • Maintain Intercompany balance ensuring that due invoices are paid within the terms • Assist and cover Sales Ledger <p>Book-Records & Management Information</p> <ul style="list-style-type: none"> • Assist with the Fixed Asset Register • Assist in preparing the Year-end audit file to ensure that all information is ready and available in time for the audit. • Provide assistance in budgeting process • Preparation of accruals for costs not yet received at month end • Preparation of prepayments for charges not yet due at month end • Preparing monthly Balance Sheet reconciliation for review • Preparation of monthly VAT returns for submission to Group • Assist with queries that arise from internal and external customers • Investigates questionable data • Recommend actions to resolve discrepancies
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Person Specification

Essential	Desirable
<p>Education and Training</p> <ol style="list-style-type: none"> 1. Good understanding of book-keeping principles and office practice 2. At least 5 GCSEs with Maths and English to grade C or above. 3. Sound computer literacy 4. Keen intellect and yet practically analytical 5. Sound business common sense 	<p>AAT or a Qualification in bookkeeping or similar</p>
<p>Experience and Skills</p> <ol style="list-style-type: none"> 1. Competent in Microsoft applications including Word, Excel & Outlook. 2. Familiar with modern IT based Accounting systems 3. The ability to work independently and as part of a team 	<p>Minimum 3 years in similar Accounts role Navision Experience</p>
<p>Personality and Motivation</p> <ol style="list-style-type: none"> 1. Excellent organisation skills and time management 2. Eager to share with others better ways of working 3. Ability to work on own initiative 4. Attention to detail and ability to multi-task 5. Honest 6. Inquisitive 	<p>Flexibility to work beyond business hours when necessary (willing to go the extra mile)</p>
<p>Interpersonal Skills</p> <ol style="list-style-type: none"> 1. Demonstrates respect for Company and Colleagues 2. Build effective team relationships 	
<p>Communication & language skills</p> <ol style="list-style-type: none"> 1. Excellent communication skills both verbal and written 	

Other requirements 1. Sense of humour	
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Employee Signature: _____