



Role Description

Role Description	Accounts Administrator
Document owner:	Chief Accountant
Version:	200902
Keep informed:	Accounts Administrator

1. Overview

Working for the financial manager, the main tasks include preparing paperwork for processing transactions using Sage accounts and other commercial software; maintaining various electronic records; answering the phone; filing and any other duties as required. The accounts administrator has an important responsibility to preserve the confidentiality of company related information that they may come across

2. Duties and responsibilities

2.1. Administration and Accounts

- Collate and checking invoices, despatch notes and other documents ready for input
- Post invoices and credit notes as required
- Prepare and process supplier payments
- Analysis of staff expenses
- Assist in analysis of corporate card expenses
- Perform bank and other reconciliations
- Assist in the process of credit control
- Assist in the process of monthly accruals, prepayments, and journals
- Assist in the process of monthly stock valuations
- Assist with audits
- Assist with the maintenance of the fixed assets register and equipment list
- Deal with queries from internal departments, suppliers and other external contacts via email and telephone
- Monitor departmental inbox and responding to internal and external queries
- General filing and any other duties as required

2.2. Confidentiality

- In the course of their work and perhaps outside work, the accounts administrator will come across a wide variety of information relating to the company that must be kept confidential. This information may, for example, relate to financial transactions, legal processes, payroll and other employee-related information and other information for which we have a legal, moral or commercial duty to preserve confidentiality. To protect confidentiality the following practical steps should be followed:
- Ensure that confidential information is not disclosed inappropriately, seeking advice from your manager if you are unsure what may be disclosed and to whom.
- Ensure that confidential information is held in the correct part of the network, appropriately protected by file access permissions.

- Ensure that passwords are secure and not shared.
- Lock your PC screen or log off when you are away from your desk.
- Dispose of confidential material by shredding it.
- Avoid leaving confidential information unattended on desks or printer, etc.
- Ensure that confidential information held in manual filing systems is locked away when not in use.
- Let your manager know if you believe that our arrangements for protecting confidentiality are not adequate.

3. Revision History

Revision	Changes
200902	Rebranded and Financial Manager changed to Chief Accountant, no content changes - JC
191028	Reviewed - No Changes, Revision History Added