



# Role Description

Role Description	Assistant Accountant
Document owner:	Chief Accountant
Version:	210121
Keep informed:	Assistant Accountant

## 1. Overview

The assistant accountant will support the chief accountant and accountant in all aspects of company finance.

## 2. Duties and responsibilities

### 2.1. Financial Control

- Post invoices and credit notes as required
- Prepare and process supplier payments
- Analyse staff expenses
- Analyse corporate card expenses
- Perform bank, VAT and other reconciliations
- Responsible for credit control
- Process monthly accruals, prepayments and journals
- Produce monthly stock valuations
- Carry out month-end, year-end
- Assist with audits
- Prepare accounts to trial balance
- Maintain fixed assets register
- Maintain nominal ledger
- Ensure all financial records are complete and compliant with current legislation

### 2.2. Management Accounts

- Prepare monthly reports for the management team
- Work with accountant and chief accountant to prepare budgets
- Act as point of contact across departments
- Input to R&D tax credit submissions

### 2.3. Other

- Deal with company insurance policies
- Ensure processes and tasks are compliant to current legislation and are carried out in accordance with company policies within required time frames
- Other duties as assigned

### 3. Revision History

<b>Revision</b>	<b>Changes</b>
200902	Rebranded - no content changes - JC
190828	Revision History Added
210121	Role Description Updated