

CCS Accounts Assistant Job Description

Job Title:	Accounts Administrative Assistant	Job Category:	Administration
Department/Group:	Accounts Admin Support	Job Code/Req#:	
Location:	Andover	Travel Required:	Yes to office
Level/Salary Range:	£21,000 - £22,500 P/A	Position Type:	Full-time
Senior Contact:	Leigh Hope	Date posted:	NA
Will Train Applicant(s):	Yes	Posting Expires:	NA
Applications Accepted By:			
E-mail: Leigh.hope@correctcs.co.uk		Mail: Leigh Hope Unit 21B Hopkinson Way West Portway Andover Hampshire. SP10 3ZE	
Attention: Leigh Hope			
Job Description			
Job Purpose:			
<p>Provides administrative support to the accounts team by undertaking clerical tasks outlined below in the duties. To follow the CCS Limited procedures and policies, and maintain well established good relations with our staff, customers and suppliers. To be well organized, know how to prioritise tasks, pay attention to detail and work alone as well as part of a team.</p>			
Duties:			
<ul style="list-style-type: none"> • Purchase ledger – process and match purchase invoices and credit notes for all suppliers. Maintain records of disputed items, issue & request credit notes. Reconcile statements. • Sub-contractors – Process / match invoices in line with CIS (Construction Industry Scheme) regulations, update statements and send. Process on CIS system, issue pay slips, process payments. Deal with sub-contractor queries regarding their pay • Bank reconciliation – to reconcile via SAGE our bank accounts. 			



- Fair FX/Equals credit card – to process receipts and reconcile the credit card account on SAGE. To top up all credit cards on a weekly basis.
- Produce weekly reports for management.
- Maintain the accounts mailbox.
- Ad hoc tasks as and when required.

Skills/Qualifications:

- SAGE skills, reporting skills, administrative writing skills, Microsoft Office skills, managing processes, organisation, analysing information, professionalism, problem solving, supply management, inventory control and verbal communication.

Experience Required:

- Experience of SAGE, purchase ledger, customers and sub-contractors via telephone and email.

Desirable:

- Experience 2 years+
- AAT Qualification

Personal Qualities:

- Flexibility and adaptability; able to move with the needs of the business.
- Positive attitude.
- Professional work ethic.

We are an equal opportunities employer and we welcome applicants no matter what their ethnicity, gender, sexuality, beliefs or nationality.

Reviewed By:	Keira Grimison	Date:	6/9/22
Approved By:	Nicki Grimison	Date:	6/9/22
Last Updated By:	Danni Burdon	Date:	6/9/22