

**Job Title:** Accounts Assistant

**Department:** Finance

## **Role**

The role is working within the Scottish Friendly finance team. Assisting in the production and preparation of accounts and management information for the business.

## **Key Responsibilities**

- Timely and accurate preparation and reconciliation of monthly control accounts, bank reconciliations and accruals & prepayments
- Accounts payable duties including coding invoices, updating the Purchase Invoice Log, obtaining relevant Executive sign off and payment of invoices
- Processing of daily transactions and journals
- Preparation of monthly and quarterly financial statements
- Involvement in the daily financial and management process for Scottish Friendly and its subsidiaries, including
  - Preparing daily banking, processing of purchase invoices, payment runs, controlling of petty cash and cheque production.
  - Payroll processing
  - Delivery of management information for internal and external reporting purposes
  - Assistance with ongoing projects
  - Assistance with Reinsurance Invoicing
  - Additional administrative and ad-hoc duties as required
  - Regulatory Reporting
  - Oversight of one OEIC

## **Desirable Experience:**

- Experience in accounting involving taking the general ledger to trial balance stage and preparation of monthly control accounts.
- Experience in processing incoming and outgoing transactions and recording these appropriately.
- Experience in preparing, controlling & clearing differences in reconciliations with a high volume of transactions.

## **Core Competencies**

- Ability to prioritise, take responsibility for assigned tasks and progress to completion within set deadlines i.e. strong task management skills.
- Strong written and oral communication skills to support liaison within accounts team and with other departments in head office.
- Able to work well both within a team and on own initiative
- Drive and determination to succeed, coupled with the ability to learn quickly
- Highly numerate with proven analytical skills and strong Excel skills

Salaries will be reviewed in line with experience and performance.

All applications should be made in writing, together with a CV to [recruitment@scottishfriendly.co.uk](mailto:recruitment@scottishfriendly.co.uk). The closing date for applications is Friday 25<sup>th</sup> January at 5pm.