

## Job Description – Junior Accountant

### Duties:

- Ensure Sage is always up to date, supplier invoices are logged and wholesale payments are marked off
- Ensure monthly statements to wholesale customers are sent on time and outstanding debt is chased and recovered
- Liaise with Sales about the status of customer accounts
- Ensure invoices are posted promptly and accurately, both internally between CRATE group, and externally
- Process weekly staff time sheets accurately, payroll, monthly salaries, and keeping staff's personal information up to date with the Accountants
- Manage and reimburse any expenses and petty cash boxes and make sure they are legitimate business expenses and appropriate costs
- Collect and check the cash takings from CRATE Bar, The Brew Shed, and any external events against the cash up sheets and record in the cashbook for the safe
- Ensure the company files and pays the required taxes on time and submits all legal documentation to support them
- Complete a reconciliation of bank accounts regularly to ensure all receipts have been received and make sure all payments can be accounted for
- Manage the business bank account and ensure accurate payments are made to the correct beneficiary and are cross-referenced where necessary against the corresponding delivery note
- Maintain all in house filing and documentation and liaise with the relevant persons in each department to complete monthly financial reports
- Manage the Accounts email inbox

### Skills:

- Ability to maintain confidentiality
- Comprehensive understanding of Sage and its capabilities
- Advanced Microsoft Excel
- Gathering information from operational teams
- Using initiative to instigate corrective action
- Managing budgets
- Knowledge of legal requirements for a business

### Competencies:

- Organised and thorough
- Data analysis
- Clear communication
- Attention to detail
- Working under pressure
- Flexibility
- Prioritising and time management
- Record keeping

### Relationships:

- Direct Line Manager is the Management Accountant
- All staff within the business – wages/invoices/receipts and expenses
- Liaise with our external accountants