

## Role Profile

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**Job Title:** Accounts Administrator

**Department:** Finance

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### Role Overview

Reporting to the Divisional Financial Controller the main objective of the role is to support the day to day running of the accounts department. The Accounts Administrator will be flexible and will work within the team to support all areas.

### Main Duties

- Data Entry
- Account Reconciliation
- Report of the status of accounts payable and receivable
- Daily Sales Invoicing and Reporting
- Account Payable Reconciliations
- Corresponding with other departments to resolve queries
- Resolving Invoice Discrepancies
- Allocation of payments in and out
- Contribute to cash flow planning requirements
- Update internal accounting spreadsheets and databases

This is not an exhaustive list and is subject to change and amendment.

### Competencies to perform the role

- Proven work experience as an accounts administrator
- Have excellent computer skills
- Have excellent communication skills
- Be flexible and adaptable as the role develops with time
- Attention to Detail and Good organisational skills
- The ability to work to deadlines

### Experience and Qualifications

- Minimum 2 years accounts experience
  - Knowledge of ERP Systems and Microsoft Excel is essential
  - Hold an accounting qualification (Accounts Technician) or be working towards it
- Desirable:
- German/Dutch Speaker