

Direct Wines Role Profile

Position Title	Accounts Assistant – PL (Part time)
Reports To	Finance manager – IT & Group costs
Overall Job Purpose	To manage DW Central purchase ledger and Concur expense system.
<p>Key Responsibilities</p> <ul style="list-style-type: none"> ○ Manage the purchase ledger for Direct Wines Central and ensure all outward payments are made in accordance with agreed timelines and within relevant payment terms <ul style="list-style-type: none"> • Index invoices on DLX, code and send for approval • Arrange UK (BACS) and overseas payments (electronic banking) on a weekly basis • Post payment journals into AX • Manage and reconcile Direct Debits ○ Weekly bank reconciliations ○ Provide forecast and actual cash flow information to the Treasury team ○ In collaboration with other members of the finance team manage the smooth operation of Concur Online Expense system <ul style="list-style-type: none"> • Reviewing expense claims and ensuring the VAT amounts are correct and correct receipts are attached • Concur Journal posting • Control account reconciliation (Credit Card, Cash & Chambers) – fortnightly • Monitoring un-submitted credit card claims • Maintaining the funding spreadsheet, raising payments when required • Other reporting ○ Intercompany reconciliation ○ Other Ad-hoc tasks <p>Person Specification</p> <ul style="list-style-type: none"> ○ Able to make decisions with respect to prioritising workload, dealing with e-mails, communicating with internal and external stakeholders ○ Ability to manage a variety of tasks covering purchase ledger, sales ledger, management accounts, and an understanding of FX 	
Qualifications <i>(where appropriate split into essential and preferable)</i>	<ul style="list-style-type: none"> • AAT studier
Experience	<ul style="list-style-type: none"> • Good IT skills using all Microsoft packages • Purchase ledger and VAT • Good working knowledge of double entry and journal posting
Other qualities	<ul style="list-style-type: none"> • Attention to detail and accuracy skills • Excellent numeracy skills • Task and results driven • Analytical thinking • Good time management and organisational skills
Date	08/05/2017