



ROLE PROFILE

POSITION	Trainee Accounts Assistant (CSL)	GRADE	
TEAM	Finance and Performance	LOCATION	Coastline House
VERSION	1.0	LAST UPDATED	March 2018

PURPOSE OF ROLE	To assist with various operational processes within the Finance and Performance team to help provide financial support and guidance to provide a customer focussed service to all Internal and External Customers, as directed by finance team colleagues.
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KEY ACCOUNTABILITIES

1. Preparation of bank reconciliations on a regular basis.
2. Assisting with the production of the daily cash flow.
3. Assistance in preparation of key reconciliations, such as sales ledger, purchase ledger and fixed assets.
4. Raising sales invoices and credit notes onto the system and assisting in the credit control function.
5. Preparation of job costing information for maintenance works, including timesheet analysis
6. Preparation and coding of the monthly vehicle analysis sheets.
7. Assist in the production of the collation of Work in Progress.
8. Preparation of the monthly overtime calculation for Payroll.
9. Collating and inputting financial performance indicators into the CorVu performance management system.
10. Shadowing monthly accounts review meetings.
11. Support the CSL Management Accountant and other finance team colleagues in any ad-hoc queries or projects.

GENERAL OBLIGATIONS

1. Represent the Company positively with all external agencies.
2. Service and support the Company as requested.
3. Establish, develop and maintain effective working relationships with all work colleagues.
4. Ensure compliance with the Company's Health and Safety policies and procedures.

5. Continually promote equal opportunities and customer care in full compliance with the Company's policy and standards.

REPORTING

- Reports to the CSL Management Accountant

CONTACTS

Internal

- Budget Holders and all Staff across the company

External

- Customers, Customers representatives, Housing Associations, Government Agencies, Local Government, Auditors, Banks, Suppliers

PERSON SPECIFICATION

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QUALITY	ESSENTIAL	
Education & Qualifications:	<ul style="list-style-type: none"> GCSE Maths and English Grade C or Above 	
Experience, Knowledge and Understanding	<ul style="list-style-type: none"> Good knowledge of Microsoft Excel and Word Enthusiasm for accounting 	
Job Related skills	<ul style="list-style-type: none"> Attention to detail and accuracy Sound analytical and numerical skills Able to plan and prioritise efficiently and flexibly Good all round IT Skills 	
Personal Skills	<ul style="list-style-type: none"> Team player Commitment to working with a customer service focused approach. 	
Other	<ul style="list-style-type: none"> Flexible approach to work. Ability to act tactfully with discretion and confidentiality. 	