



Job Description

Job Title:	Accounts Administrator
Status of Employment:	Part-Time (15 hours per week)
Responsible For:	Maintenance of the accounting system and personnel services for the company.
Salary:	Dependent on ability and experience.

Summary of Post:

To run and maintain all accounting and banking records up to trial balance, produce monthly management accounts, handle all statutory returns, liaise with nominated accountants and auditors, provide a payroll service and provide personnel services including records. This is for Communique Advertising Ltd and the Directors' property investment portfolio.

Main Duties & Responsibilities:

The postholder will have a wide range of duties and responsibilities for Communique including:

- Maintaining the Sage Line 50 Accounts system on a daily basis, including all data entry, ledger updates and payment records for all companies.
- Daily maintenance and reporting of all bank accounts from on-line banking services.
- Providing daily cash, clearing funds and payments (cleared and uncleared) reports including all current and deposit accounts.
- Preparation of all BACs payments and cheque payments for authorisation/signature. Banking all cheques.
- Maintaining Purchase Order files in numerical order and chasing up purchase invoices.
- Reconciling all purchase invoices received with orders, matching, checking and passing for payment.
- Maintaining (not preparing) a payment plan system based on Sage Creditor Reports and ensuring these are totally up-to-date.
- Maintaining Debtor reports and where necessary producing monthly statements, Sage Debtor Reports and initially chasing, monitoring and planning payment received.
- Keeping full records of sales figures, petty cash and any stockholding.
- Checking and entering all invoices raised, including cross checking and signing off Job Bags. Sending out invoices after checking.
- Filing and checking all completed Job Bags and ensuring all data is complete, order copies, quotes and invoices are enclosed and matched.
- Completing and checking quarterly VAT return.
- Preparing all statutory returns including PAYE, ERNHI and all annual returns.
- Providing a full Payroll service using Sage Payroll software including salary/wage calculations, deductions, employee payments and salary/wage slips.
- Sorting all individual employee PAYE and tax issues.
- Prepare and submit Directors' annual Tax Return.
- Maintenance of Personnel records including absence, holidays, disciplinary action, salary/wage increases, bonus schemes and payments.
- Process and record all new starters including previous employment details and information required.
- Record and process all Expense claims including checking and payment.
- Prepare all data and figures for Year End Accounts.
- Assist Director in all financial analysis including management accounts.

This post requires work under pressure and may require extra hours to be worked by agreement.

General:

- The above duties and responsibilities are by no means exhaustive and may vary without changing the character of the job or level of responsibility
- You will need to be fully conversant with all procedures as you are required to maintain the accounting system and personnel services.
- As an employee, you will be required to deal with any financial or personnel issues, which may arise.

Relationships:

- You are accountable to the Director.
- You are required to liaise with the Director and other staff and attend relevant meetings.

Working Conditions:

You will be based at the company's Head Office in Beverley. Holidays are 22 days per annum (pro rata for part time staff) and all Bank Holidays when working 5 days a week.



[integrated marketing + design]

Communique Advertising Limited

74 Lairgate

Beverley

HU17 8EU

Tel: 01482 863635

Fax: 01482 873358

Application for Employment

Position applied for:	Expected Salary:
Surname (Mr/Mrs/Miss)	First Name:
Address:	Phone No: home: office:

Source of application (name of newspaper)

Section I – General Information:

Place of Birth	Nationality
Status (ie married, single etc)	Number of children/dependents

Have you suffered any major illness or operation? (If yes, give details).

Are you registered disabled?	If yes, give registration number.
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Have you had any criminal conviction(s) in the last 5 years?

When would you be able to take up an appointment with the company?

Are you a house owner?

Are you a car owner?

Do you have a current full driving licence?

Section 2 – Present/Previous Employment (please attach additional sheets if you require more space)

Present / Last Position: (inc. length of time in that position)	Employer's Name, Address & Nature of Business	Position held & brief details of duties (Indicate reason for leaving)	Salary, starting & final
Previous Employment History:			
Personal references (preferably employers)			
Name: Occupation: Address: Telephone No:		Name: Occupation: Address: Telephone No:	

Section 3 – Secondary School Education (please attach additional sheets if you require more space)

Schools attended with dates (please state type of school)

Examinations Taken (state GCSE, RSA etc)	Subjects	Grades

Scholarships etc

**Section 4 – Further Education (Full Time or Part Time)
(please attach additional sheets if you require more space)**

Name of College, University etc & course taken	Full Time or Part Time	Subjects	Passes/Grades

Section 5 – Qualifications

Academic, technical or professional qualifications (indicate subject and grade or class where necessary)	College, professional body etc, by whom granted

Section 6 – General Interests (please attach additional sheets if you require more space)

Indicate briefly any particular interests or leisure activities (please attach additional sheets if you require more space):

Section 7 – Additional Information

Indicate here experience / achievement which is relevant to the position applied for (please attach additional sheets if you require more space).

Declaration

The facts stated in my application for employment are to the best of my knowledge, true and complete.

Signature Date

For office use only:	Application Received:	Interview Date/Time
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