

PERSON SPECIFICATION

Job Title: ACCOUNTS MANAGER (AM)
Reporting to: Chair/owner and the other Partners as applicable
Responsible for: Accounts, business admin and office management

Job Summary

DIMENSIONS

- The Accounts Manager (AM) is employed to support the day-to-day operation of the commercial 44 business this broadly covers business administration, accounts, and other organisational tasks or research as required.
- Highly proficient in SAGE accounts, the AM is responsible for keeping high quality accounts for three 44 standalone companies on SAGE and liaises with the business heads and 44's accountant.
- Reporting to the Chair/owner, the Am undertakes a broad range of administrative and bookkeeping tasks to assist with the maintenance of sound financial accounts.
- The AM will also undertake a wide range of office-based tasks to help the company achieve and maintain a high profile in the industry and to develop and nurture solid, long-term relationships with partners, suppliers, clients and wider stakeholders.
- As the AM's experience develops, these tasks and responsibility may change accordingly in line with specific project requirements, and the AM's own personal development plans.

Requirements:

- SAGE experience essential
- Synergist* knowledge preferable but training can be given
- 5 days per week (5 hrs per day) – 3 days in office and 2 flexi-working from home.
- Must be able to work from Leamington Spa office

**Project management software for agency businesses*

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KEY JOB AREAS

Please note: These lists of duties are not exhaustive, and the jobholder will be required to carry out any other duties that may be deemed to be within the scope of this position.

Accounting role:

Money in:

- Raise 44 Sales invoices on synergist*
- Submit/upload 44 invoices – emails/supplier site AP systems
- Keep and archive on a regular basis full digital records of all invoices for 3 companies
- Credit Control
- Liaise with accountant to set up new clients on synergist
- Prepare monthly accounts in SAGE for accountant to finalise

Money out:

- Company Credit card reconciliation
- Log supplier invoices on the excel and Sage
- Keep and archive on a regular basis full digital records for 3 companies
- Reconciliation of all company bank accounts
- Monthly payment run/pay suppliers
- Log team expenses on the excel
- Reconcile petty cash at month end
- Liaise with accountant to set up new suppliers on synergist
- Prepare monthly accounts in SAGE for accountant to finalise

General/office:

Other aspects:

- Supplier/partner management – liaison as required
- Keeping records/filing of hard copies as required.
- Providing statements on request
- Investigating/matching remittance payments from clients
- Maintenance of partner lists – on-core suppliers
- Building/office upkeep – liaison with specific suppliers as required
- Check supplier invoices against costs on jobs on synergist and confirm profitability
- Team expenses – checking/capturing on costs/billing
- Produce regular reports from synergist ref: billing