

## ROLE DESCRIPTION

| Role Title         | Location | Reports to      |
|--------------------|----------|-----------------|
| Accounts Assistant | Perth    | Finance Manager |

### Key Roles:

To support the Finance systems, processes and procedures within Scotland TranServ, in particular to anticipate problems and propose solutions; deliver accurately and within agreed timescales; and ensure effective use of technology and systems

### OBJECTIVES:

To be agreed at Personal Performance Review

### ACTIVITIES/TASKS:

- Timely and accurate processing of invoices including matching against GRNs and in accordance with CIS scheme requirements.
- Checking and entry of goods received notes for Perth Office.
- Proactive investigation of unmatched invoices through frequent liaison with depot administration assistants, supervisors and Area Managers.
- Preparation of accurate and prompt supplier payment schedules.
- Provision of accurate month end accruals listings.
- Formal monthly supplier statement reconciliations including the prompt resolution of missing invoices and outstanding credit notes.
- Consistent application of finance processes and procedures.
- Building excellent relationships with internal customers and external suppliers.
- Other relevant duties as directed.

### QUALIFICATIONS:

Qualifications: Educated to standard grade Maths and English or equivalent.  
Proficient in use of spreadsheets and word processing packages, preferably Microsoft Office (Excel and Word)

### Experience required:-

#### Essential

- Practicable knowledge of Financial Ledgers and systems.
- Demonstrable experience of processing high volume of invoices and clearing associated queries.

#### Desirable

- Working knowledge of the Inland Revenue CIS scheme
- Knowledge of the public sector/services or construction related industry