## **Accounts Assistant**

The East of England Arena and Events Centre is based at the showground in Peterborough and is the region’s leading, multi-purpose events venue. It is run by the trading subsidiary of a registered charity, the East of England Agricultural Society. The company is looking for a part qualified accountant who is highly motivated to work as a Accounts Assistant reporting directly to the Finance Director to support this growing business. Applicants need to have a real hunger and ability to learn. A can do attitude is essential. Accuracy and attention to detail is essential. Ideal position for someone who is looking to progress their accounting career.

The Role

Controlling Purchase Ledger operations including weekly payment runs and maintaining creditor’s lists. Processing the weekly temporary employee payroll and applying current legislation including auto enrolment and holiday entitlements. Credit Control and Sales Ledger operations.

Purchase Ledger

* Issuing purchase orders and maintaining reports to produce monthly accrued expenses
* Invoice authorisation and correctly coding invoices on accounts system
* Maintaining purchase ledger and its filing system
* Making weekly payment runs from four accounts by BACS and Cheques
* Resolving supplier balances
* Providing reports, reconciliations and month end accruals

Payroll

* Confidential Payroll management, monitoring holiday entitlement and pension contributions
* Pension auto enrolment management and notification to NEST
* Holiday pay entitlement calculation for temporary staff
* Liaison with managers of temporary weekly paid staff with queries on timesheets, holiday entitlements and p45/p46s and new starter contracts
* Use of payroll software including processing through the HMRC gateway and year end reporting including monthly payments to HMRC.

Credit Control

* Helping to maintain credit control
* Establishing good relationships with external customers and internal sales staff

Sales Ledger

* Raising sales invoices as required
* Taking credit card payments from customers over the phone
* Post receipts as required
* Sending out Customer Statements

Other tasks

* Cash counting and handling, banking, administering petty cash and other ad hoc requests connected with the accounts function
* Occasional week-end working on the Society’s own events/shows including some early starts

Skills/Qualifications

* AAT level 2 or equivalent, GCSE grade C (or above) Maths and English
* Good communication skills at all levels including Directors
* Good IT skills to include experience of accounting software data entry; MS Office including Word, Outlook and Excel ideally to include “look up” and “pivot tables”
* Need to be organised, neat, methodical and accurate with excellent attention to detail
* Trustworthy
* Ability and desire to learn fast
* Full Driving Licence

To Apply

To apply for this role of Account Assistant please send your CV & Cover Letter to [info@eastofenglandarena.com](mailto:info@eastofenglandarena.com)