



Accounts Assistant Role – Gateshead Office

Line Manager: Head Accountant

The position of Accounts Assistant is a central role to the company's operation, working within the company's global accounts team and working directly for the Head Accountant in the Gateshead Office.

The primary objective of the Accounts Assistant is to support the Head Accountant with client accounts and to assist with the company accounts. The role is varied but shall be responsible for the following tasks, as well as other tasks as directed by their manager in the pursuit of their role:

General job roles:

- Upload invoices/credit notes to the client accounting software whilst adding the correct cost categories and descriptions;
- Upload company purchasing/sales invoices to Xero accounting software whilst adding the correct cost categories and descriptions;
- Month end bank/credit card/cash reconciliations of the client accounts;
- Month end reconciliations of the company and charter accounts in Xero;
- Adding business card expenses to Xero;
- Checking client credit card/cash accounts to ensure correct cost categories have been used and they are error free;
- Assisting with client payroll (seafarers onboard vessels).
- Assisting with general client and company accounting queries.
- Ensuring Xero is up to date so UK Accountants can run quarterly VAT reclaims.
- Making bank payments and dealing with incoming payments when Head Accountant is on annual leave.

Person specification:

- Minimum 5 GCSE's (A-C including Maths and English).
- Ideally 3 A-levels or other post-school qualifications;
- AAT qualified or working towards is desirable, but not essential;
- Previous experience using Xero Accounting software is desirable, but not essential;
- Native English speaker – other languages are a bonus;
- Live within a 30 minute commute from the Team Valley in Gateshead.
- Excellent written and spoken English;
- Someone who wants career progression and to establish longevity within the company;
- Experience and aptitude in customer service;
- High levels of computer literacy (Mac preferred but not essential);
- Experienced with using a variety of accounting software;
- An 'Excel' superuser;
- You will be hard-working and will need a high degree of accuracy;
- You should be able to summarise complex issues in a reader friendly style;
- You should be able to take responsibility for your work output;



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- Experience of working in a 24/7 working environment and has flexibility to work out of office hours;
- Able and willing to adapt to demands and changes in the workplace;
- Ideally you will have relevant experience for this role, but training and support is given to candidates who we believe have the potential to succeed;
- Proven longevity in previous roles.

Date: _____

Job Description for: _____

Agreed by Employee: _____

Approved by Line Manager: _____

Approved by Director: _____

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