



Job Description

Job Title: Accounts Administrator

Location: Offenham

Reports to: Assistant Accounts Office Manager

Job Purpose: To undertake accounting and administrative tasks including sales and purchase invoicing, and database management.

ESSENTIAL TASKS

- Prepare supplier invoices for processing and payment
 - Reconcile delivery notes with Purchase orders in Packstar
 - Process incoming invoices from suppliers
 - Post supplier invoices on SAGE through conversion from Packstar
 - Prepare supplier invoices for payment using SAGE
 - Statement reconciliation
 - Processing utilities
- Liaise with Commercial team for signoff and authority to pay
- Processing all other supplier invoices for General Overheads, Stationery, Vehicle Maintenance, Seeds, Assets and Transport.
- Ongoing Packstar maintenance and housekeeping
- Raise customer invoices and process credits
- Monitor debtors and raise credit control issues
- Allocate payments to customer accounts

ADDITIONAL RESPONSIBILITIES

- Respond to internal and external telephone enquiries efficiently and respond in a timely manner with appropriate solutions
- Undertake month end duties and responsibilities as required
- Ensure daily general office duties are completed to a high standard
- Code and file material according to the established and outlined office procedures
- Provide work cover for other roles within the administration team as required

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CORE COMPETENCIES

- **Communication** – Be understood by others. Is clear, concise and understandable when talking to others. Delivers communication at speed appropriate to the needs of others. Listens and is open and responsive when receiving information.
- **Teamworking** – Works effectively with colleagues to complete allocated tasks. Responds positively to requests for help or support. Aware of the need to work together with people in other areas. Works sensitively with others and shows consideration for their needs and feelings.
- **Adaptability** – Adapts to changing tasks, responsibilities or work activities as required. Continues to be effective in situations when responsibilities, tasks, priorities and/or the work environment changes significantly.

QUALIFICATIONS/EXPERIENCE

Sage experience preferred but not essential as training will be given.

Experience in an accounts office setting.

Experience and with using MS Office, particularly Excel.

SALARY

Competitive salary dependent on experience.

To apply please send CV to HR@valefresco.com

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