

# Job Description: 4pl Accounts Assistant

**JOB TITLE** 4pl Accounts Assistant

**LOCATION** Windsor

**HOURS** 37.5 hours, Monday - Friday

**REPORTS TO** Finance Accounts Supervisor

## KEY ACCOUNTABILITIES

To actively manage the day to day running of the accounting functions for the 4pl accounts. Billing 4pl customers, central point for billing queries and collection of receivables.

Accounts Payable activity.

To collate data to prepare the monthly reports, posting Journals, account reconciliation and adhoc reporting and accounting activities.

## KEY CONTACTS

Suppliers  
Operations  
Auditors  
Accounts teams colleagues

## SKILLS

IT skills – Strong working knowledge of MS Excel, MS Outlook and Accounting software e.g. Cargowise accounting /sage/Oracle/etc.

Ability and flexibility to work as part of a team and on own initiative

Organised - the ability to multi-task and work well under pressure and to prioritise work load and self-manage when required.

Excellent attention to detail

## QUALIFICATIONS AND EXPERIENCE

Minimum of 5 GCSE's (or equivalent) including Maths and English

Professional qualification – Minimum Part qualified in recognized accounting qualification. (AAT, CIMA, ACCA, or equivalent)

Professional experience – experience working in a fast paced accounting department with demonstrable experience of posting Journals, Accounts payable and reporting



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## **YOUR TASKS AND RESPONSIBILITIES:**

To deliver deadlines, objectives and tasks

The timely preparation of periodic management reports, financial statements and ad-hoc reports

Prepare and control reconciliations

To accurately prepare billing in a timely manner

To manage the accounts receivable for all accounts transactions in an accurate and timely manner

Accounts payable activity for selected suppliers in Multi currency, including invoice processing reconciliation to supplier statements and ensuring suppliers accounts are in good standing.

Assist the key budget stakeholders in the analysis and preparation of the robust annual and quarterly forecasts

Assisting with Cash Management to best effect and Preparation of the cash flow reporting - timely escalation of any issue or challenge

Preparation of monthly accruals and prepayments, sense checking ensuring monitoring and upload into the accounting system

Managing the journal entry process; ensuring accurate capture, approval and upload of journals into the accounting system

Implementing corporate governance procedures, risk management and internal controls

Monitoring of financial information systems and suggesting improvements where needed

Liaising with staff in other departments and with external contacts

Esuring compliance with on time and in terms with suppliers and client

Adhoc Financial analysis, duties and reporting as instructed by financial controller (FC) or line Manager (LM)



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