



## Job Description

<b>Post:</b>	Assistant Accountant
<b>Grade/Level:</b>	3
<b>Pathway:</b>	C
<b>Responsible to:</b>	Finance Manager – UK
<b>Responsible for:</b>	N/A

### Introduction to Impactt

Impactt Limited was founded in 1997 with the mission of improving the lives of workers in international supply chains in a way which makes business sense. Since then the company has grown to be a leader in the field with a high reputation for quality, excellence, integrity and delivery and for delivering innovative and scalable solutions which work for workers whilst having a strong understanding of business. The Company's head office is in London, with subsidiaries in China, India, Bangladesh and teams in Vietnam and Myanmar. Impactt's business plan aims for the company to reach 5 million workers with a turnover of £5 million by 2020.

### Job Purpose

- To contribute to Impactt's vision to improve workers' livelihoods in a way that benefits businesses and workers by supporting the Finance Manager(s) in recording and retrieving financial details of the company (UK and International Teams), including maintaining financial records, processing payments, and providing general financial administrative support to wider team.

### Key Accountabilities:

- To provide a complete finance service to the organisation, addressing all issues of an administrative nature and providing all relevant information to meet internal and external demands as directed by the Group Finance Manager.

### Key Responsibilities:

- Work closely with the Finance Manager to ensure smooth operation of all finance matters by regular discussion and reviews of workloads, timetables and deadlines within the overall finance department
- Accounts payable –

Prime responsibility for collating all incoming purchase invoices either sent in via email or hard copy.

Input all invoices appropriately accurately and correctly cost allocated to the Access Dimensions accounting system.



Organise and processing supplier purchase invoices into the system from source documents

Matching invoices to statements and purchase orders to invoices

Ensure payment of invoices is processed on a regular and timely basis

- **Accounts Receivable**  
Manage the issue of sales invoices by liaising with Project managers  
Uploading sales invoices to client portals where necessary, or send via email  
Confirm that all invoices issued to clients have been received and are accepted after sending  
Follow up and conform payment expectations when payment due date is close  
Chase and follow up overdue non-payments, and liaise internally with project managers if clients have issues which need to be addressed.
- Reconcile the bank balances on a weekly basis, and also undertake a cash requirements forecast using already established reports.
- Ensure employee's expenses are recorded and posted in a timely fashion- This will involve processing both credit card expenditure and personally incurred expenses.
- Ensure all rechargeable expenses are recharged to customers on a monthly basis by identifying expenditure that should be re-charged and liaising with the project manager to raise invoices.
- Manage the Inter-company Agreements for International subsidiaries; map out and identify cash flows for local subsidiaries, and arrange/manage cash movements to ensure local businesses have sufficient working capital.
- Monitor for rechargeable expenses between Group Companies, and undertake the necessary accounting transactions to record these.
- Ensure payment to suppliers, salaries, and local taxes in all overseas countries are timely and accurate where possible by monitoring local accounting.
- Undertake quarterly VAT reconciliation, review reports from Dimensions, and arrange for payment of amounts due.
- Calculate monthly Accruals and prepayments, and allocate between balance sheet and P&L on a monthly basis. Ensure we have appropriate monthly reconciliation of these balances.
- Maintain a fixed asset register in excel which reconciles to the finance system balances, and use this to calculate monthly depreciation charges, and post accordingly.
- Assist the Group Finance manager in the production of monthly management accounts , and provide support where necessary for the financial data required for the annual financial statements
- Prepare Monthly project analysis and manage the financial accounting, monitoring and reporting systems.



- Provide administrative financial support to team members, Undertake ad hoc preparation of spreadsheets, reports and correspondence as required
- Plan, organise and manage own workload to ensure your contribution to the company's monthly financial reporting process is achieved in a timely and accurate manner
- Undertake any other duties reasonably required that are consistent with the role and purpose of the post

## Candidate Specification

**Post:** Finance Assistant

**Grade/Level:** check hawa ??

**Pathway:** C

Category	Description	Essential / Desirable
<b>Qualifications</b>	A recognised Finance and or Accounting Professional qualification such as AAT , or substantially part way through.	Essential
	Evidence of continually developing professional knowledge.	Essential
<b>Experience</b>	Previous experience as a Finance Assistant	Essential
	Experience of working in a similar origination (SME, Multi-National, Consultancy, Ethical Trade)	Desirable
	International and Cross-cultural work experience with a sensitivity to a multi-cultural global environment / working in developing countries	Desirable
<b>Knowledge and skills</b>	Good understanding of accounting processes and procedures	Essential
	Awareness of the provisions of the Data Protection Act and be able to apply these within the organisation	Essential
	Good level of competence in Excel, Word and Outlook and computerised accounting software	Essential
	Good communication and listening skills	Essential
	Good organisational skills used in planning own work with strong time management, problem solving and planning skills	Essential



	Ability to work under pressure and meet targets, deadlines, respond effectively to changing priorities and manage high volume workload	Essential  Essential
<b>Other</b>	Committed to the values and objectives of Impactt Limited	Desirable

**Personal attributes:**

The Post Holder should have and display the following personal attributes:

- Passionate about Impactt and the work we do, energy and enthusiasm
- Strong self-management and good team player
- Strong sense of initiative and great capacity at working on his/her own
- Pro-active – think about future needed actions and share with the rest of the team
- Adaptable & Solution oriented – think about solutions to problems
- Reliable, strong integrity and ethical behaviour
- Excellent listening and interpersonal skills
- Empathy with others and ability to respond accordingly

By delivering on these accountabilities and responsibilities, the post holder will make a significant contribution to Impactt's 5-year global outcomes:

Positive impacts on 6 million workers

Working with 150 clients

Team of 70 people

£6 million turnover

High performing team