Job Description

**This Job and Person Specification Document is to be used alongside the relevant level AFB Generic Role Profile**

|  |  |  |  |
| --- | --- | --- | --- |
| **1 Contractual Arrangements** | | | |
| **Job Title:** | Accounts Administration Assistant | **Last Revision Date:** | April 2015 |
| **Department:** | Blakemore Design and Shopfitting | **Location:** | Willenhall |
| **Weekly working Hours**: | 40 | **Contract Type**: | Full Time, Permanent |
| **Responsible to:** | Office Manager | **Responsible for:** | None |
| **Job Evaluation Grade** | 2 | **Competency Framework** | Staff Member (2) |

|  |
| --- |
| 1. **Job Purpose** |
| * Carrying out accounts based tasks to assist in the completion of periodic accounts and carry out general administration duties in accordance with the needs of the business |

|  |
| --- |
| 1. **Business Area / Job Specific Responsibilities** |
| * Courteous and professional handling of all visitors and incoming calls * Accurately produce customer letters and quotations as well as tender documents * Accurately entering and recording customer orders onto relevant computer system * Checking the accuracy of order entries * Accurate sorting, checking and filing of non-telesales orders * Establishing a friendly and courteous relationship with customers and dealing effectively with queries and needs * The accurate booking in / inputting of all deliveries * The accurate amendment and inputting of invoices * Assisting with the collection of outstanding accounts from customers * The accurate recording of departmental stock / sales figures * The accurate filing / distribution of documentation and dealing with any other documentation as required * Accurate and efficient completion of all other general administration and accounting duties * Ensuring the accurate maintenance of all manual and electronic filing systems |

|  |
| --- |
| **4 Generic Responsibilities for all roles** |
| * Attend meetings as required * Maintain employee and organisational confidentiality in line with the Data Protection Act * Comply with Health and Safety responsibilities in line with the company Health and Safety Policy * Comply with operational and legal requirements relating to your role, food safety and environment as applicable to your role or business area * Appropriate use of company equipment |

|  |  |  |
| --- | --- | --- |
| **5 Job Specific Requirements** | | |
| **Other competences for the role are included within the relevant generic level requirements attached** | | |
| Essential | **Desirable** | **Measured By** |
| * Previous general administration experience | * Sales, purchase and nominal ledger experience | Application Form  Competency based interview |

**Other**

This job description describes the main responsibilities of the post holder. As circumstances change, they may be amended to reflect new requirements of the post but levels of responsibility and the nature of duties will remain consistent. The post holder will be fully consulted on any significant changes.

The Job Description is not intended to cover in detail all the tasks required of the post. The post-holder will be required to carry out other associated duties necessary to provide an effective service and deliver the key areas of responsibility. These duties will not be unreasonable and will be appropriate to this level of post

**Name of Employee:**

**Signed By Employee: Date:**