



JOB DESCRIPTION/PERSON SPECIFICATION

A	POSITION DETAILS	
	DIVISION: Business Support	BUSINESS SECTOR: Finance
	JOB TITLE: Accounts Assistant	REPORTING TO: Finance Manager
	GRADE: 13	

B	JOB PURPOSE
	<p><i>Brief summary of the role and overall purpose</i></p> <p>To assist in the production of accurate monthly management accounts in accordance with relevant accounting standards.</p>

C	KEY RESPONSIBILITIES
	<p><i>Include job accountabilities, budget responsibilities, any staff supervision, scope of role, level of impact on the business</i></p> <ul style="list-style-type: none">• Processing returns from Operations and other areas of the business.• Assist in balance sheet reconciliations for a designated range of accounts on a monthly basis.• Process transactions from capital WIP accounts to ensure all assets are set up on SAP as and when necessary.• Compilation and distribution of management reports.• Processing Key Performance Indicators for input onto UoM database as appropriate.• Interrogation of the transactional ledger systems to provide supporting information and analysis• Any other ad hoc tasks and projects within the scope of the role• Processing of all pre-prepared journals



D CORPORATE RESPONSIBILITIES

In line with SUEZ Health and Safety Policy the job holder is expected to;

- Take reasonable care of his/her own health, safety and welfare and that of other people who may be affected by his/her actions or omissions.
- To co operate with SUEZ and with other employees in order to comply with health and safety law and SUEZ Health and safety Policies and Procedures
- Not to misuse or interfere with, intentionally or recklessly, anything provided in the interests of safety.
- To ensure that within his/her areas of responsibility, SUEZ complies fully with its legal duties in respect of the health, safety and welfare of its employees and of other people who may be affected by his/her actions or omissions
- To ensure that the responsibilities commensurate with his/her role as laid out in the Health and safety policies and Procedures are fully met.

In line with SUEZ Values and Ethics Charter the job holder is expected to ;

- Act in a honest, responsible and respectful manner to others
- Be responsible for their own professional conduct
- Comply everywhere and in all circumstances with the laws and regulations connected with their activities
- Comply with our obligations to our partners such as shareholders, associates, clients, suppliers and the community

Any other duties that are reasonably requested within the scope of the job role

E. GENERAL CRITERIA (ESSENTIAL & DESIRABLE)	CRITERIA RATING 1 = LOW 5 = HIGH
KNOWLEDGE/QUALIFICATIONS/TRAINING/SKILLS & EXPERIENCE:	
Educated to A level standard or equivalent	3
Working towards AAT or equivalent qualification	4
Computer literate	4



F. KEY COMPETENCIES & ATTRIBUTES	MINIMUM ESSENTIAL RATING
SERVICE TO THE CUSTOMER/COLLEAGUE:	
Is this person passionate about personally 'understanding the customer' and meeting their needs?	3
FINANCIAL AWARENESS:	
Does this person understand the financial impact on the business of any decisions made?	4
BUILDING CAPABILITY:	
Does this person work to develop the long term capability of others?	N/A
COMMUNICATION EFFECTIVENESS:	
Does this person firmly believe in communication to all appropriate stakeholders and have the skill to get ideas accepted by others or to get others to change their opinion?	2
DRIVE FOR RESULTS	
Does this person lead individuals or groups of people effectively and make continuous improvements and meet/surpass targets and goals?	N/A
PROBLEM SOLVING:	
Can this person recognise a problem and decide what to do about it?	4
QUALITY OF WORK:	
Is this business run in a manner that complies with all operational standards both internal and external?	4

The contents of this job description reflect the main duties and responsibilities of the job and are not intended to form part of the contract of employment. SITA UK may revise the content of this Job Description/Person Specification at its discretion.