









Job Description and Personal Specification

Job Title:	Accounts Assistant		
Location:	Isle of Man	Reporting to:	Company Accountant
Hours:	35 hours in total per week Hybrid working is not available for this position.	Department:	Finance

Job Description:

Main Job Purpose:
Responsible for supporting the Company Accountant in the operation of effective, timely and accurate financial information provision.
Key Responsibilities:
<ul style="list-style-type: none"> • Support the Company Accountant to achieve reporting standards and deadlines. • Perform all bank/cash and credit card reconciliations. • Responsible for credit card and cash processing, ensuring adherence to the Company Expenses policy. • Process wages for weekly employees when required due to a colleague's holiday period. • Process the DLP Limited manufactured screen sales reports to AKW International. • Support the annual audit and budget processes. • Provide administrative cover for the Senior Accounts Assistant and or Company Accountant as and when needed. • Perform end of month account processes e.g., Fixed Assets/Sales & Cost of Sales reconciliations/Intercompany transactions. • Control the postings and reconciliations for the deliveries of stock invoices. • Control the postings and reconciliations for invoices from our Chinese suppliers regarding stock.

Personal Specification:

Requirements	Essential	Desirable																											
Educational attainment		5 GCSE's grade A-C (or equivalent) including Maths and English																											
Experience required	Book keeping experience or commenced ACCA. Experience of creating and manipulating Excel spreadsheets Paper based administration Invoice processing	Previous experience in an accounting environment. Previous experience in a manufacturing environment.																											
Skills required	A successful candidate will be able to demonstrate the following skills to the minimum level outlined below: <div style="display: flex; justify-content: center; gap: 10px;">         </div> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th>Skill</th> <th>Stage</th> <th>Stage numbers</th> </tr> </thead> <tbody> <tr> <td>Listening</td> <td>Intermediate</td> <td>Up to step 7</td> </tr> <tr> <td>Speaking</td> <td>Getting started</td> <td>Up to step 6</td> </tr> <tr> <td>Problem Solving</td> <td>Intermediate</td> <td>Up to step 8</td> </tr> <tr> <td>Creativity</td> <td>Getting started</td> <td>Up to step 5</td> </tr> <tr> <td>Staying Positive</td> <td>Intermediate</td> <td>Up to step 10</td> </tr> <tr> <td>Aiming High</td> <td>Advanced</td> <td>Up to step 12</td> </tr> <tr> <td>Leadership</td> <td>Getting started</td> <td>Up to step 6</td> </tr> <tr> <td>Teamwork</td> <td>Advanced</td> <td>Up to step 11</td> </tr> </tbody> </table> <p style="margin-top: 10px;">To explore the Universal Framework for essential skills, visit : https://www.skillsbuilder.org/universal-framework/listening</p>		Skill	Stage	Stage numbers	Listening	Intermediate	Up to step 7	Speaking	Getting started	Up to step 6	Problem Solving	Intermediate	Up to step 8	Creativity	Getting started	Up to step 5	Staying Positive	Intermediate	Up to step 10	Aiming High	Advanced	Up to step 12	Leadership	Getting started	Up to step 6	Teamwork	Advanced	Up to step 11
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Personal qualities required	An individual who loves administration and processing paperwork (financial nature)																												

This job description is intended to give an overview of the responsibilities for the position. You are expected to be willing to undertake other work of which you are capable and for which you have trained or will receive training from the Company.