

ACCOUNTS ADMINISTRATOR

We are looking for a friendly and engaging Accounts Administrator to join our team in this exciting and integral role.

This position is 37.5 hours, five days a week. It is based at the Ripon surgery. The role is to ensure the accurate and timely processing and production of financial records and reports for Bishopton Veterinary Group and its subsidiaries. It also involves assisting other members of the Finance team and providing help, support and back-up when needed.

MAIN DUTIES AND RESPONSIBILITIES

- Daily cashing up
- Processing of all transactions up to the monthly operating statements
- Purchase ledger – assisting supplier invoice entering/BACs payments
- Credit control management
- Inter-company recharges
- Supervise month/year end procedures
- Provide back-up and additional assistance to LA accounts processing, including monthly invoicing and other accounts tasks as required
- Monthly reconciliations – banking, sales, debtors control, inter-company accounts.
- Cashflow
- Process VAT return
- Reconcile the bank daily, processing payments on client records
- Assisting with monthly payroll processing
- Assisting with final check and production of reports





KNOWLEDGE AND SKILLS REQUIRED:

- Ability to provide accurate and consistent information
- Be able to work well individually and as part of a team
- Good working relationship with other members of the department
- Able to communicate well with Practice staff at all levels
- Understanding of Practice Management System – how to use and process information produced
- Competence in the use of the practice computer and Sage accounting software systems
- Good working knowledge of Microsoft Office/Excel
- Ability to identify/recommend changes to current procedure to enhance accounts production
- Ability to offer financial help/advice when needed
- Good client care, telephone and book-keeping skills.

EMPLOYEE BENEFITS

- Salary £26,325 to £28,275 per annum, dependent upon experience
- 31 days holiday (includes 8 Bank Holidays) per annum
- Private Health Care insurance
- The 'People's Pension' pension scheme
- 'Medicash' medical cash plan
- 'Perkbox' perks and recognition scheme
- Social/team events throughout the year
- Wellbeing initiatives, including access to an Employee Assistance Programme
- 1 paid volunteering day per year
- Cycle to work scheme



If you are a team player who has the motivation and commitment to make a difference then please send your CV and covering letter to careers@bishoptonvets.co.uk

The closing date for applications is 30th April 2024