

### **Overview of Role**

The Accounts Assistant works as part of the Production Accounting team. The Accounts Assistant supports the head of the accounts department with the day-to-day running of the department before, during and after production. They are responsible for general bookkeeping, maintaining records of invoices, payments, receipts and other transactions, and organizing accounts services such as payroll, petty cash and purchase orders. They are responsible for processing payments and online banking maintaining filing and other IT payment systems.

### **Core Responsibilities:**

These core responsibilities are provided as a guide and are not exhaustive. The exact responsibilities in a particular job will vary depending on the scale / budget band / genre of the production.

#### **1. Assist with the preparation of Production accounts**

- ☐ Clarify your role, the outcomes and standards you are expected to work to at the start of projects
- ☐ Read and understand the production accounting manuals and memos
- ☐ Support the head of department or other members of the team with workload and data entry
- ☐ Create a list of most used codes and those that are relevant to the entries that have been assigned
- ☐ Prepare batches for correct entry on the software
- ☐ Assist and support the different areas of the production accounting team: Accounts Payable, Payroll, Construction, etc.
- ☐ Accurately record production expenditure assigned and correctly code all transactions
- ☐ Confirm that all expenditure is correctly allocated to the correct cost accounts
- ☐ Assist on the preparation of final accounts
- ☐ Identify relevant information and record it correctly
- ☐ Conduct investigations into business transactions with tact and courtesy
- ☐ Observe the organisation's policies, regulations, procedures, and timescales relating to accounts
- ☐ Analyse suppliers payments, invoices and reconciliations
- ☐ Identify discrepancies and unusual features and refer them to the appropriate person

## **2. Assist with payments for the Production**

- ☐ Accurately record invoices and purchase orders on the accounting software
- ☐ Add or edit suppliers information as advised by head of department
- ☐ Check suppliers' invoices and credit notes against delivery notes, ordering documentation and evidence that goods or services have been received.
- ☐ Ensure totals and balances on invoices match purchase orders
- ☐ Identify and deduct available balances on purchase orders (PO)
- ☐ Enter documents correctly as primary records in a timely manner
- ☐ Record entries in the appropriate ledger
- ☐ Identify discrepancies and either resolve them or refer to the appropriate person if outside your own authority.
- ☐ Maintain good communications with suppliers regarding accounts
- ☐ Ensure payments are authorised by the appropriate people
- ☐ Communicate with head of departments and ask for help if there are errors or amends
- ☐ Maintain logs and keep them up to date
- ☐ Maintain security and confidentiality according to organisational requirements
- ☐ File all paperwork following the production's procedure manual or line manager's guidance

## **3. Use and maintain online accounting systems**

- ☐ Request access to the various accounting software and apps for the production
- ☐ Follow filing and data entry procedures as described either on the production's manual, accounts memo or head of department recommendations
- ☐ Locate the required information within the online accounting system
- ☐ Seek advice where there are difficulties in obtaining the required information
- ☐ Obtain additional authorisation for sensitive or confidential information in accordance with the organisation's security
- ☐ Follow entry, distribution and filing system as requested
- ☐ Check information for its accuracy and completeness
- ☐ Store information in a format which helps others to access and use it
- ☐ Title spreadsheets, forms and reconciliations in a way which clearly defines its use and purpose
- ☐ Arrange the spreadsheets consistently with organisational conventions

- Check calculated values are correct when making changes to the inputs
- Use spreadsheets to carry out data modifications and to enter related formulas
- Keep confidential information secure and do not disclose to unauthorised people

#### **4. Assist with the preparation of insurance claims**

- Check and confirm the nuances of the insurance claim
- Identify where to find the evidence to support the claim from internal and external sources
- Follow instructions from head of department or line manager on how to collect, organise and file the evidence
- Communicate any difficulties in data collection
- Create a file and list of evidence as required for each insurance claim
- Find, record and organise evidence in files
- Check with head of department if additional information is required and compile all evidence

#### **5. Comply with production requirements**

- Follow Health and Safety and Sustainability processes and procedures
- Keep confidential information secure and do not disclose it to unauthorised people
- Comply with GDPR legislation and understand how it applies to own role
- Offer assistance, where the demands of your role permit, to colleagues in the production management team to facilitate the successful completion of tasks

#### **Role Specific Skills:**

- Establish good relationships with Production and Accounts team members
- Liaise with Production Team and other departments regarding spend monitoring
- Support the preparation of production accounts and financial records
- Record keeping and able to spot spending trends and discrepancies

### **Other / Transferable Skills:**

- Communication: interpreting your team's requirements and communicating well with your colleagues
- Team-working: collaboration within own and other departments
- Networking: investing time in networking activities, building a network of business contacts and establishing rapport with others quickly and effectively
- Problem solving. Contingency planning and resolving issues with spending so that productions remain on schedule

### **Attributes:**

- Resilience and enthusiasm: adapt positively to changing work priorities and patterns, ensuring deadlines continue to be met. Proactive and explores new ideas and creative ways of working which will enhance and deliver the best results for the production
- Productivity: organises and prioritises work effectively and achieves required results within deadlines. Demonstrates the drive and energy to get things done in pressurised situations and escalates appropriately when necessary
- Flexibility: willing to both listen and learn and to accept changing priorities and working requirements and has the flexibility to maintain high standards in a changing production environment
- Professional development: develop an ethos to learn and seek out learning and networking opportunities, identifying those that will be most beneficial.