



Accounts Assistant

IMC Grade:

Assistant Consultant

Responsible to:

Financial Controller

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The Role

You will be responsible for the day to day accounting processes of the purchase ledger, timesheet system, and filing systems, along with assisting other members of the finance team as and when required.

Main responsibilities

- To be responsible for receiving, coding, obtaining approval and entering supplier/contractor invoices into the accounting system
- Dealing with supplier/contractor queries
- Preparing the general purchase ledger invoices for bi-weekly/monthly payment runs
- Posting payments of the supplier/contractor invoices made from the bank accounts on to the accounting system
- Sending remittances and providing proof of payments when necessary
- Processing all weekly and monthly staff timesheets on our system
- Setting up new employees on the timesheet system, as well as providing training and guidance to both new and existing employees
- Filing of electronic and paper contracts, for both clients and suppliers/contractors
- All general filing within the accounts department
- Assisting with the annual statutory audit process
- Other ad hoc duties

Team Environment

The accounting team currently consists of four team members, who are responsible for the accounting of the company, which exceeds £30 million annual turnover.

The team currently consists of a Finance Director, Financial Controller, Project Accountant and another Accounts Assistant.

You will report directly to the Financial Controller. You will also liaise with the other members of the team, as well as staff members from the wider IMC community to help achieve our targets and aims.

**The closing date for applications is
Wednesday 7 February
at 5pm
Interviews are planned for
Thursday 15 February**

Hours of work–This role is a full-time position, 7.5 hours per day, 5 days a week
Flexibility in start and end times is permitted when and where necessary

Location–The role is based in the IMC offices in Redhill. We are a short walk from Redhill train station, which has direct links to London and the South Coast. There is free parking available on site depending on availability

Salary–£18,000 to £20,000 + AAT Study Support

Annual leave–5 weeks' annual leave plus public holidays

The holiday year is 1 January–31 December

Benefits–Buying and selling of annual leave scheme, health cash plan scheme, life assurance scheme, company contributory pension scheme, childcare vouchers and cycle to work scheme. IMC also supplies free refreshments and fruit, and there is a dress down day every Friday

PERSON SPECIFICATION: Accounts Assistant

	Essential	Desirable
Qualifications, understanding & training		
A-levels or equivalent qualification	X	
Experience		
Experience of working in a similar role	X	
Abilities & skills		
Good interpersonal skills	X	
High computer literacy essential, especially for Excel	X	
Confidence and enthusiasm	X	
Good attention to detail	X	
Flexible and adaptable with an ability to adapt appropriately within various situations	X	
Co-operative and supportive team player	X	
Personal		
Self-motivation and pro-active attitude	X	
Commitment to IMC's objectives, ethics, values and equalities and diversity policy	X	
Excellent work ethic	X	

IMC Competency Framework: Accounts Assistant

Competency	D	I	A	S
IMC values and ethics	X			
Business insight	X			
Bid and project management	X			
Technical/area specialisation	X			
Relationship management and working with others	X			
Leadership and resilience	X			
Impact and influence	X			
Decision making/ planning and organising	X			
Results orientation and continuous Improvement	X			
Financial and commercial awareness	X			

Key:

D – Developing

I – Independence

A – Accomplished-

S - Senior Management Level