

Arthur C. Towner Ltd
Job Description: Accounting Manager

Job title: Accounting Manager

Reports to: Managing Director

Main purpose of job: To manage and process the financial aspects of the business at Arthur C Towner Ltd

	Duties	Expected Standards
1	To provide accurate verbal and written communication to both internal and external parties	To comply with confidentiality and GDPR. Provide a clear and respectful standard. Having clear attention to detail, across all processes
2	Monitoring and processing daily payments, and invoices and ensuring accounts are maintained	Ability to manage workload and apply accurate procedures
3	To support the organisations financial year-end	To meet required legislation and company requirements
4	Providing financial reports and documents as required by the Managing Director and Senior Management team	Basic computer skills including Libre Office, Microsoft Word and Excel. To have attention to detail and meet the agreed deadline. To be able to analyse data and provide recommendations for improvements
5	To input received payments on the company funeral administration system and to record invoices as appropriate	Basic computer skills including Libre Office, Microsoft Word and Excel. Knowledge or experience of QuickBooks is preferred, though training will be given. Training will be given in the company's Osiris Funeral Management System
6	To process invoices as raised by the Funeral Directors. Managing payments and dealing with queries as they arise	Record invoices onto the QuickBooks platform, and monitor and match payments. Recording all payments and providing customer receipts as updated onto the Management Information system
7	To support any administration tasks required by the Management team. This can include minute-taking and reception cover when required	Strong written communication skills and the ability to prioritise workload based on agreed deadlines
8	Any other relevant duties as agreed with the MD	

Person Specification

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	Essential	Desirable
Work Experience	Previous experience of working in an office environment and communicating with both internal and external people	Experience of working particularly in an emotionally charged environment
Qualifications	A levels, finance and or business studies qualification	AAT Qualifications
Special Skills	Good attention to detail, excellent interpersonal skills, computer literate, good English grammar, spelling and punctuation. Legible handwriting.	European Computer Driving Licence
Personal Attributes	Dependable, persistent, good team worker and multi-tasker	
Other circumstances	Able to travel to Bexhill and Battle easily if required	Own car and a clean Driving Licence