

# Job Description



<b>Job Title:</b>	Accounts Assistant
<b>Assigned To:</b>	FTC Vacancy – 1 year maternity cover
<b>Department:</b>	Finance
<b>Line Manager:</b>	Finance Manager
<b>Core Hours Required:</b>	Monday to Friday, 9:30am to 6pm
<b>Probationary Period:</b>	6 months
<b>Salary Band:</b>	£27,008 - £30,000
<b>Last Updated:</b>	April 2024

## What makes Neg Earth different and what we can offer you

Founded in 1983 by Dave & Pip Ridgway, Neg Earth Lights is a family-owned lighting and rigging equipment supplier for the entertainment industry. We are based at our purpose-built state-of-the-art facilities in Park Royal, London. Every day is different and brings new and exciting challenges. We have a commitment to a sustainable live events and touring industry, one that sparks real emotions and long-lasting memories whilst creating a sense of belonging for our team.

With over 40 years' experience of investing in the latest equipment, in our people, and in our relationships, we encourage ingenuity, creativity, and the exploration of new ways to collaborate.

From concept to delivery, our team wear our reputation for innovation, quality, and reliability as a badge of honour. We seek to invest in the latest and best equipment and ensure everything, from flight cases to truss is maintained to the highest standard. We are forward thinking and flexible, making the complex, simple and the simple, exceptional. No matter the size or scale of the project we take pride in our consistency and customer focused approach.

For us, your training and development takes centre stage, from your first day to your last we will encourage and support you throughout your career development. Our NELL Academy training programmes support your wellbeing and ensure you have the skills and knowledge to excel in your role. Our Leadership programmes enable our managers to help you succeed and our competencies guide your development and realise your full potential. We create an inspirational environment rewarding employees for their hard work.

With us, everything is possible, and we strive to ensure every member of our team can take pride in their delivery of projects and promoting creative solutions.

## About You & the Role

Neg Earth Lights have an opportunity for a Finance Assistant to join our Finance Team.

**Job Summary:** The purpose of this role within our small Finance team involves the day to day accounts payable tasks and to ensure that all financial data relating to accounts payable is accurately processed. Neg Earth has strong relationships with its suppliers and the accuracy and timeliness of their payments is part of our reputation. The team have just implemented Sage so being able to work within a team and communicate is important. If you have some experience and

knowledge of double entry accounts with eagle eyed attention to detail then joining our small, busy and friendly team could be for you.

### **Responsibilities:**

You will play an essential part in the company success story by efficiently and effectively carrying out duties including:

- Checking the accuracy of all supplier accounts and the completeness of information within Sage 200, making sure that any notified changes to current data are made. Setting up new Supplier details within Sage 200 for both GBP and overseas suppliers
- Invoice processing for both Suppliers and subcontractors including processing all invoices on Sage 200, monitoring of accounts payable inbox, ensuring that all data is complete so that invoices can be matched against PO's and delivery notes. Requesting supplier statements and resolving or raising issues or clarifying unknown receipts with other departments.
- Preparation and review of the payment run with agreed deadlines and emailing remittance advice
- Coding and processing company credit card payments on Sage 200, preparing an analysis sheet and send to card holders, obtaining missing receipts from card holders
- Processing staff expenses. Checking emails and hard copies. Completing a summary and preparing staff payments lists ready for BACS payments
- Completing the postings for expenses in Sage 200
- Completing monthly reconciliations for Suppliers, purchase order summary, Company credit cards. Explaining any variances and providing supporting documentation
- Any other duties required and authorised by your line manager

We are a small team so being able to provide cover is critical to the smooth running of the finance operations. You will also be required to do the following secondary responsibilities:

- Administering Petty cash
- Assisting with payroll (Sage 50) and overtime claims
- Providing cover for Sales Ledger
- Standard companywide responsibilities
- Comply with all Health and Safety requirements
- Comply with all Policies and Procedures

### **Requirements:**

- Work experience and knowledge of accounts payable
- Working knowledge of double entry accounts
- Ability to work unsupervised, worked to deadlines and manage own work load
- Excellent verbal and written communication, curious and ability to ask questions
- First class attention to detail
- Intermediate knowledge of Microsoft Excel and Outlook

### **Desirable:**

- Experience is as important as education so AAT, degree level of QBE