

Accounts Assistant**Division: Aviation****Location: London Southend Airport****Shift pattern: Full time - 40 hours. Monday - Friday****Salary: £18,360 per annum****Reporting to: Management Accountant****What's the role?**

To achieve excellent standards of customer service, quality and attention to detail, supporting the growth of the airport and the increasing complexity a larger airport will bring. Excellent communication skills, proactive approach to all work requirements and a team centred ethos. Confident and professional approach at all times that enables effective resolution of conflicts and delivery of relevant solutions.

To assist in the efficient operation of the Stobart Aviation division finance teams and ensure that the Group reporting deadlines are adhered to.

The post holder will need to be flexible as on occasions may be required to work outside of normal office hours to meet the requirements of a developing business

What will I be responsible for?

- Meet key performance indicator targets for purchase ledger.
- Issue of purchase orders as requested per authorisation levels.
- Ensure all invoices, expense claims and other payment requests are checked and are duly signed off by managers and entered onto opera and excel spread sheets promptly and accurately.
- Ensure invoices are received, approved and processed for payments (i.e. direct debits, Cheques, BACS and similar payments). Completion of payment run preparation.
- Follow up disputed/held invoices with correct authoriser and suppliers and ensure disputes are resolved efficiently.
- Reconcile creditors reports weekly.
- Ensure all outstanding invoices are processed before purchase ledger close down dates.
- Supplier statement reconciliations completed frequently.
- Liaise with external and internal audit as required.
- Manage the filing systems efficiently filing all the invoices and payments in the most appropriate manner and where it is easily accessible/available for senior management, suppliers, auditors or other related parties.
- Arrange the archiving of purchase ledger documents in line with statutory requirements.
- Carry out any other reasonable task as requested.

Qualifications and experience:

	Core	Desirable
Key Attributes	<ul style="list-style-type: none"> • Must be able to work under pressure to tight reporting deadlines. • Good verbal and written communication skills. • Ability to organise and prioritise own work. • Detail conscious. • Self- starter, ability to work unsupervised. • Team worker. • Reliable/good timekeeper. 	<ul style="list-style-type: none"> • Flexibility
Qualifications	<ul style="list-style-type: none"> • Maths and English at GCSE C grade or equivalent • High levels of numeracy and literacy. 	
Experience	<ul style="list-style-type: none"> • Strong knowledge of Microsoft excel is essential. • Working knowledge of Word also required. 	

How to Apply:

All applications should be made in writing to Human Resources at LSAHR@southendairport.com with:

✈ An updated CV and a covering letter, or an application form

Note: For your application to be considered it is essential that you can provide a full 5-year checkable history and are able to obtain a clear criminal record check.

Please provide details of relevant skills, experience and qualifications to support your application.

Please be advised if you have not heard back within 4 weeks of applying, then regrettably your application has been unsuccessful.