Job Description

iprsgroup

JOB TITLE	Assistant Accountant Full time – 5 days per week, 40 hours
LOCATION	IPRS Group Head Office: (Ipswich)
REPORTS TO	Finance Manager
DIRECT REPORTS	None
OVERVIEW	IPRS Group are a leading health and wellbeing business offering a diverse range of clinical products and services including physiotherapy treatment and rehabilitation to the public and private sectors. We are a vibrant and dynamic finance team of 8 people, operating from our head office site at Little Blakenham in Suffolk.

KEY TASKS AND RESPONSIBILITIES: (JOB CONTENT)

- Preparation and initial review of monthly management accounts pack for presentation to the Finance Manager, including profit & loss / balance sheet reconciliation and review.

- Preparation of weekly, monthly and ad-hoc sales invoicing to clients.

- Involvement in projects as required, for example lead in production and maintenance of process flow documents for key department tasks.

- Close communication and liaison with other departments within IPRS to ensure the smooth running and continuous improvement of financial processes.

- Participation in the team telephone rota, to include taking payment of excesses by credit card, and dealing with client invoice queries where necessary.

General/Additional Duties:

- To undertake any other financial administrative duties as necessary to maintain the smooth-running of the department.

- Provide quality customer service to all IPRS's internal and external customers, and to respond to all enquiries in a professional and courteous manner.

QUALIFICATIONS, TRAINING AND EXPERIENCE:

- AAT Qualified or qualified by experience (E)
- Knowledge of Access Dimensions or similar accounting software (D)
- Computer literate with good Microsoft Excel and Microsoft Word (E)

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SKILLS AND ABILITIES:

- Strong effective communicator both written and verbal
- Personal efficiency, time management skills and the ability to prioritise deadlines
- Ability to work effectively in a team and independently where required

DBS Check Required: Yes