

Roles & Responsibilities

Accounts Controller

- Management of business accounts using the following packages; xero, hubdocs & excel.
- Purchase invoices
 - Input supplier invoices & credits posting to correct nominal accounts, payment due dates & cost tracking nominated projects using xero projects.
 - Check reference supplier statements for accuracy.
 - Management of Subcontractors invoices subject to CIS deductions using Accountants excel template.
 - Forwarding of Subcontractors' CIS vouchers to recipients.
- Reconciliation of company bank accounts (weekly).
- Payroll
 - Manage payroll
 - Expenses
- Collate & file the following on a monthly basis;
 - Suppliers Statements
 - Bank statements
- Credit control;
 - Provide book debt report & customer statements
 - 1st 7-day overdue letter
 - 1st call requesting payment.
 - Provide notice of action.
 - Pass debt to a collection agent.
- Construction Industry Scheme
 - Subcontractors
 - Manage deductions from Subcontractors using either CIS excell template or xero product.
 - Forward deduction certificates to contractors.
 - Provide CIS/PAYE payment report before the 19th of each month for payment.
 - Main Contractors
 - Ensure payment certificates are received from Clients/Main Contractors for CIS amounts deducted.
- Monthly management report
Collate & provide a monthly report to assist the business in all financial matters.
 - Cashflow forecast
 - Liabilities report (suppliers,CIS, PAYE, VAT ect)
 - Aged debtor report

- Areas of concern
- Quarterly
 - Preparation & assistance to complete the VAT return.
- Year-end
 - Collate information & assist external auditors and accountants in the preparation of the year-end accounts.
- Other duties (not limited to)
 - Maintain an efficient cloud based Document Management System (filing) to allow for documents to be recovered easily.
 - Liaise with the Company Accountant when & where necessary.
 - Continual improvement; suggest improvements or efficiencies within the Business.