

**Montrose Port Authority**

**JOB DESCRIPTION**

**Job Title:** Accounts Assistant

**Responsible to:** Finance Manager

**Job Purpose:**

A key member of a small finance team, the role is to assist with the production of timely financial

information, ensuring that financial transactions are processed correctly.

**Principal Duties and Responsibilities**

* Purchase ledger processing
* Processing sales ledger and expenses
* Credit control
* Posting bank transactions and carrying out bank reconciliations
* Daily use of SAGE and Excel
* Supporting payroll process
* Involvement in month end close processes
* Resolving general finance and accounting queries
* Assisting with other general administration duties when required for the wider support team

This is a varied role in a fast-paced environment so a flexible approach and willingness to adapt is critical.

This job description is neither exhaustive nor exclusive and may be reviewed in the future depending upon operation requirements and staffing levels.