

## JOB DESCRIPTION

**Position Title:** Accounts Assistant – Maternity Cover  
**Reports to:** Group Financial Controller  
**Location:** London

### Summary of Position:

Primarily to provide support to the Assistant Group Financial Controller, but to assist other members of the Corporate Accounts department as required.

### Key Responsibilities & Accountabilities:

#### Accounts Payable

- Process supplier invoices and prepare weekly payment run;
- Verify and release employee expenses on Expenses at Work (web based expenses management system);
- Answer any queries raised by suppliers/internal clients;
- Maintain the purchase ledger going forward.

#### Management reporting responsibilities

- Supplier spend analysis;
- Monthly group and divisional travel & entertaining reports;
- Maintain expense exception reporting.

#### Reconciliations

- Monthly season ticket loans account;
- Bicycle loan account;
- GBP & USD Amex accounts;
- Central purchase account reconciliation and reallocation of costs;

#### Other

- Adhere to the BMS Policies & Procedures Handbook
- Adhere to company and regulatory policies, procedures together with mandatory training requirements.
- Adhere to financial reporting requirements including monthly phasing of income.
- The list above is not exhaustive, may be subject to change and the job holder will be required to carry out other job functions which the company believes are within their capability.

## **Functional & Behavioural Competencies required:**

### Experience Required

- Solid grounding/experience within a finance department
- Accounts payable experience

### Excellent IT Skills

- Sun v6 (Infor 10) or Sun v5 experience preferred.
- Q&A (Vision) experience preferred.
- Advanced computer skills including MS Excel, Word, PowerPoint and Outlook
- Excel skills to include Sorting, Vlookups, Sumifs, Ranges and Pivot Tables desirable.

### Excellent Organisational Skills

- Manage a range of tasks but maintains focus on deadlines and priorities
- Anticipates problems in advance and makes contingencies
- Excellent attention to detail, and ability to plan meticulously

### Good Analytical, Logic and Problem Solving Skills

- Should have initiative to follow through and investigate problems
- Must be able to follow spreadsheets through to find differences and errors

### Customer Focused

- Respectful and professional in all dealings with people at all levels
- Ability to use discretion when dealing with sensitive information
- Proactive, always looks for ways of delivering a better or more efficient service

### Team Work

- Keeps apprised of the needs and demands of the team
- Uses diplomacy and discretion when supporting team members
- Displays flexibility and takes on a range of tasks
- Approachable and friendly
- Personally demonstrate the five BMS values and ensure that team members are aligned with these:
  - Accountable
  - Entrepreneurial
  - Collaborative
  - Empowering
  - Disciplined