

# HaworthTompkins

## Job Description

### Accounts Assistant

Award-winning architectural practice Haworth Tompkins are looking for an Accounts Assistant to support our Finance Manager.

#### RESPONSIBILITIES

- Matching Purchase Orders to Supplier Invoice
- Processing Supplier invoices via Rapport3 and SAGE Accounts
- Processing Staff Expenses
- Digital filing of invoices and receipts
- Reconcile Credit Card Statements
- Reconcile Petty Cash
- Bank reconciliations on a daily basis
- Prepare BACS payment run for approval
- Input daily bank transactions into SAGE 50 Accounts
- Liaising with project Leaders and suppliers
- Ad hoc duties
- Working closely with the Finance Manager

#### ATTRIBUTES

- Experience in Accounts Assistant role
- Attention to detail is vital
- SAGE 50 Accounts experience essential

#### ADDITIONAL INFORMATION

Haworth Tompkins is an equal opportunities employer and we welcome applications from all backgrounds. We are particularly interested in applicants from underrepresented groups including women, those from a BAME background, with disabilities and the LGBT+ community. We seek to support flexible working arrangements to suit family commitments. Regrettably due to the expected volume of replies, we can only contact shortlisted applicants.

#### **Apply by email only, do not send printed documents or links to online portfolios**

Applications can be addressed to Grace Thompson

Insert the position you are applying for, as it appears above, in the subject heading

Please state your availability in the covering email

Email your application to [adminjobs@haworthtompkins.com](mailto:adminjobs@haworthtompkins.com)

**Application closing date: Friday 22nd October 2021**

Candidates who apply after the closing date may not be considered for the position.