

ACCOUNTS ASSISTANT

Aim To assist the finance & admin manager in ensuring the effective financial, administrative, operational and personnel management of Peacock Visual Arts

Reports to Finance & admin manager

Key duties

log and match purchase invoices
pay suppliers
invoicing
issue statements
reconcile income with sales and make up bank deposits
maintain cash books
calculate bank balance weekly
maintain effective office filing systems
provide daily lunch reception cover
arrange regular testing of fire alarms and escape procedures
open mail
frank mail
assist with stocktake

to provide any other admin support as may be necessary to ensure the operational effectiveness of the organisation