



Job Title	Accounts Assistant
Date Reviewed	June 2018
Purpose	Key member of the finance department
Responsible To	Financial Director
Responsible For	None
Location	Malvern Road, Maidenhead, Berkshire, SL6 7RE

Business Profile

AVK are the UK's leading provider of critical power systems and maintenance that guarantee your power. For 27 years we've been supplying UPS systems and standby diesel generators providing our clients with reliable back-up power solutions for their mission critical services & systems.

We are trusted by many of the UK's largest Data Centre operators, Finance & Banking providers and Telecommunications companies to design, install and maintain 100% power integrity by providing diesel generators, uninterruptible power systems, switchgear, protection relays and turnkey solutions.

AVK specialise in all aspects of the design, planning, implementation and on-going maintenance of critical power systems. We provide solutions for standard or bespoke applications, with UPS systems ranging in size from 1kVA to 800kVA to standby diesel generation ranging in size from 5kW up to 3MVA and covering all project sizes from £1k up to £30m. Our extensive and growing client base reflects our highly regarded reputation for both quality and service

Role summary

A full-time finance function supporting multi disciplined business. This position is demanding with often conflicting and changing priorities.

Responsibilities

	Assist with purchase ledger process and supplier payments.
	Check and control all expense claims across the business to ensure compliancy with the approval, expense and subsistence policies
	Co-ordinate, control and upload timesheets for all departments across the business, this will include engineering, technical, project, diesel and UPS engineers
	Control and reconcile all transactions on the company credit card ensuring all transactions are processed against relevant department and project budgets
	Assist with VAT returns, prepayments, CIS and bank reconciliation.
	Assist with credit control process via telephone, email or letters.
	Responsible for maintenance contract invoicing
	Control and process all direct debits.
	Control and collection of Warranty Claims (these are costs to be re-claimed by AVK not against AVK)



	Cleanse all Job Cost Reports for the project division post job completion.
	Provide ad-hoc administrative support to the finance team including month end duties when required

Key Skills

Excellent interpersonal, communication and team building skills	Essential
Strong attention to detail	Essential
Previous accounts and finance administration experience	Essential
Excellent telephone manner	Essential
Previous experience using Dimensions Accounting software	Desired
Excellent and proven organisational skills across multi-disciplined teams	Essential
Experience of using all MS Office, including MS Project	Desired
The ability to remain calm under pressure whilst maintaining prioritisation with often conflicting deadlines	Essential
Flexible individual to be able to assist across multiple areas of Finance	Essential