

Job Description

Job Title: **Leisureplex Accounts Assistant**
Reports to: Leisureplex Accounts Manager
Location: Head Office, Euxton, Chorley

SUMMARY

The Leisureplex Accounts Assistant will be responsible for;

- Overseeing the sales ledger for Leisureplex, taking ownership of this area
- Completing the day to day processing tasks for a number of hotels, including weekly sheets and bank reconciliations

PRINCIPAL DUTIES

These include, but are not limited to, the following:

Leisureplex Sales ledger

- To oversee the sales ledger function for Leisureplex, ensuring that;
 - Customers and suppliers are added to exchequer on a timely basis, with all required information needed to chase monies due
 - Overdue monies are chased and collected. To raise any issues, or late payments with the Leisureplex Accounts Manager on a timely basis.
 - Debtors meeting are held with the Leisureplex Accounts Manager every week to discuss any outstanding monies.
 - Legal procedure is commenced if required subject to authorisation by the Financial Controller
 - Deposits for third party groups are invoiced
 - Payments from third party group deposits and Alfa Travel are allocated
 - Chargebacks are resolved with customers in a timely manner

Leisureplex purchase ledger

- Assisting the Leisureplex accounts assistant with checking the monthly payment runs in accordance with the documented policy
- Inputting Leisureplex central and utility invoices onto the accounting system

Weekly sheets and Bank reconciliations

- To review and upload the weekly sheets for the hotels assigned and complete the bed night statistics.
- To complete the bank reconciliations for the hotels assigned.
- Link the weekly sheet summary to current weeks weekly sheets

Legal Compliance

- To ensure that purchase and sales ledger transactions comply with VAT legislation.

Other

- To maintain strong IT skills, in particular Microsoft Excel and associated Exchequer excel functions.
- To work as a supportive and flexible member of the Finance team, assisting and covering other duties and enquiries as required.
- Develop knowledge in line with company expectations through experiential learning and recommended training.
- Any other reasonable duties.

Skills

- Solid administration skills
- Be proficient in IT skills in particular Microsoft Excel and Word
- The ability to pick up processes and procedures quickly
- Good attention to detail
- Able to work well as part of a team and with other departments
- Finance experience an advantage but not essential as training will be provided
- A desire to advance in a Finance career