

Cashier - Kingswinford

Contract:	Permanent
Full Time / Part Time:	Full Time
Hours:	35 Hours Per Week Monday – Friday 09.0 – 5.00
Department:	Finance LCP
Location:	LCP House, Pensnett Estate, Kingswinford, DY6 7NA
Salary:	Negotiable

Purpose:

Reporting to the Cashier Supervisor as part of the Accounts team. You will be involved in a variety of accounting responsibilities to ensure that the Ledger is accurately maintained, and process deadlines met.

Key Responsibilities:

- Cash allocation within the LCP/Sheet Anchor group of companies - monitoring 45 bank accounts and 12 subsidiaries.
- To run daily cash reports.
- Post and allocate bank transactions to multiple bank accounts on Qube.
- Ensure postings and allocations are correct.
- Complete daily cheque log for all cheques received and process for banking.
- Report Daily cash position for all accounts.
- Monthly Bank reconciliations to be completed and approved by the Financial Accountant by working day 4.
- Inter-company reconciliations.
- Quarterly reporting to trial balance.
- Post corrective journals when necessary.
- Petty Cash Reconciliation.
- To liaise with tenants and colleagues as required to ensure that queries are dealt with in a timely manner.
- Ensure accurate month end procedures and reporting.
- To recognise the importance of teamwork and group dynamics, building and maintaining effective working relationships within the team and with other departments.
- To adopt a pleasant, professional and positive manner when dealing with tenants and colleagues.
- To adopt a positive and flexible attitude to changing priorities and procedures.
- To carry out any other duties that may be reasonably requested from time to time.

Person Specification

- Excellent communication skills, with the ability to interact at all levels of the business and externally.
- Understanding of accounting procedures.
- Resilient, with the ability to meet tight deadlines and cope with multiple & varied tasks.
- Innovative, with a desire to identify improvements.
- Willingness to learn and demonstrate a flexible approach to working.
- Ideally have some Purchase Ledger experience.
- IT literate with a good working knowledge of Microsoft Office packages including Excel.

Qualifications

- GCSE or equivalent Grade C/4 or above in Math and English.