



## Role Specification – Accounts Assistant

The PCE GROUP of Companies provide cutting edge automated solutions to global markets, spanning a variety of industry sectors, including Medical/Ocular and Pharmaceutical.

With over 40 years' experience in providing bespoke turnkey automation, ranging from stand-alone machines, to fully integrated high throughput cells. We pride ourselves on being able to offer our customers the complete in-house solution - from design to delivery.

### Role

Recording of the financial transactions of PCE Automation Ltd and its subsidiary companies in an efficient and timely manner, ensuring accuracy, sufficient detailed analysis and electronic storage of supporting evidence. Working closely with the Financial Controller to provide information to support decision making for management team and meet all regulatory requirements.

### Responsibilities

The Accounts Assistant, will work as a team and be responsible for:

- Sales order evaluation, processing & acknowledgement using MRP system.
- Project sales invoicing, sales receipts, credit control and customer queries.
- Bank transactions and reconciliation.
- Expenses analysis and payments - ensuring procedures are followed.
- Ensure payroll costs are accurately recorded by department.
- Introduction & operation of Accounts Payable automation system.
- Fixed asset Register – including evaluation of new equipment, depreciation forecast.
- Preparation and analysis of Management Accounts and KPI's
- Preparation of cashflow forecast.
- Departmental budgeting and reporting of variance analysis.
- Project costing, cash flows, revenue recognition & analysis within MRP system.
- Develop procedures and checklists to support all accounting routines.
- Generating ideas for improvement and cost saving.

### General Requirements

- Liaising with suppliers, customers
- To identify and understand the requirements of the internal customer
- Understanding of MRP Manufacturing Systems.
- Understanding of revenue recognition in a project environment.
- Understanding of Payroll costs.

#### Registered Office:

PCE Automation Ltd, Ellough Road, Beccles, Suffolk, NR34 7TE, UK

VAT Registration No. GB 318 6588 67

Registered in England No: 3801408 EORI: GB 318 6588 67 000

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HR032 Role Specification v2.0

November 2021



- Experience of Automated Accounts Payable processing.
- Maintaining a clean paper free working environment
- Keeping up to date with Company procedures and news
- Understanding and promoting working with the Company's Core values
- Compliance with security procedures and health & safety.

## Requirements

The following list is an indication of the skills required for this role: -

- Training for AAT level 2/3
- Attention to detail.
- Flexibility and task prioritisation skills.
- Adaptable to new procedures and systems
- Good knowledge of integrated accounting systems.
- Good knowledge of VAT Regulations
- Proven skills in Microsoft Office 365.
- Strong, independent problem-solving abilities.
- A good team player
- Able to work on own initiative
- Excellent verbal and written communication skills

## How to apply

Applicants must apply in writing, submitting a covering letter and full CV to our HR Department.

HR Advisor Laura Head [l.head@pce-group.co.uk](mailto:l.head@pce-group.co.uk)

### Registered Office:

PCE Automation Ltd, Ellough Road, Beccles, Suffolk, NR34 7TE, UK

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