

## Job Description for the role of Accounts Manager/Administrator

## Flexible hours over 2-3 days per week. £17.50/hr

Main Purpose of Job:	To record and maintain all the financial records of the Company up to Trial Balance level. To undertake administrative tasks as required. To assist with the running of the Showroom.
Bookkeeping:	Tasks will include but are not limited to:
	Processing invoices, payments, income and receipts etc. and entering data into the accounting software (SAGE).
	Sales Ledger/Credit Control/Purchase ledger. Tracking Bank accounts/Petty cash and reconciling each account monthly. Tracking Merchant Services activity and reconciling monthly.
	Completing VAT returns.
	Completing management reports and distributing them to Directors as required. Accruals/Prepayments may need to be completed to ensure realistic figures are reported.
	Calculating and Recording Depreciation
	Preparing and submitting complete accounting information to the Company's External Accountants.
	Assisting the Directors with financial planning.
Administration:	To assist the Directors by dealing with any administrative task that may be required within the Administrator's capabilities.
	Tasks may include:
	Checking E-mails and acknowledging messages before forwarding to Makers.
	Being the first point of contact for suppliers such as telecoms/software/utilities and providing Directors

Real Wood Studios CIC

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with information enabling them to make decisions regarding supply of essential services including renewal of contracts.

Assisting with Timber Stock Control.

The Administrator should be prepared to be proactive and have an enquiring mind as this is a large part of the overall role.

## Sales/Showroom

To promote/support the work/ethos of RWS by assisting customers and keeping records.

This will include:

Meeting customers in the Showroom/Woodshop and, where appropriate, explaining the ethos of RWS. Good customer facing skills are required.

Promoting the products on display and taking payment for them. Preparing labels for showroom stock.

Keeping records of the stock held in the Showroom for insurance purposes and completing a stock check from time to time to ensure accuracy.

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