

GENERAL DYNAMICS

United Kingdom Limited

Title	Accounts Assistant
Band	Individual Contributor - Business & Operations Support
Grade	S1 - Entry
Job Family	FINU
Reporting To	
Location	Hybrid

Position Objective
<i>To provide a professional and timely accounting service in respect to all payments of invoices and employee expenses through the Purchase Ledger</i>

Generic Level Description	
General	Under supervision, provides support services for line and or functional teams. Performs routine duties requiring knowledge of subject matter and general understanding of department practices.
Complexity	Applies learned skills and/or knowledge to the most structured, routine tasks associated with the job family. Uses standard procedures. Focus is on learning, practicing by doing.
Decision Making & Autonomy	Generally does not make decisions, unless within clearly established procedures, and in consultation with others.
Problem Solving	Works on problems of limited scope where resolution requires review of known or identifiable factors.
Key Contacts	Deals directly with immediate supervisor, co-workers and team members; engages in routine exchanges of information; interactions with external contacts, if applicable, would be monitored
Communication	Asks questions, checks for understanding, provides explanation clearly and precisely.
Supervision Required or Provided to Others	Works under close supervision and receives regular guidance from others. Progress and output is regularly reviewed, and feedback is provided to support training.

Discipline Description	
Responsibilities Include	<ul style="list-style-type: none">• Ensure that the Purchase Ledger is accurately maintained and process deadlines are met. Invoices are matched to purchase orders (PO's) ensuring suppliers are paid in accordance with agreed terms and conditions. High attention to detail• Support employee expenses in a professional and timely manner - review expense claims for correct supporting documentation, correct VAT receipts and compliance to Business Process.• Support Accounts Payable, Supply Chain and other business department teams with invoice queries to a very high standard - follow up on invoice price queries, invalid PO's, quantity received discrepancies etc.• Working in close contact with suppliers to resolve queries build strong working relationships

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	<ul style="list-style-type: none">• Statement Reconciliation and investigation of anomalies, Maintain pro forma account reconciliation and chase associated invoices• Ad hoc reporting / duties as required
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Knowledge, Skills & Abilities	
Required Skills & Abilities	<ul style="list-style-type: none">- Computer literacy skills – ability to use Microsoft Word, Excel and Outlook- Interpersonal skills – Good Communication both externally with suppliers and internal support to other employees of GDUK- Organisational skills – the successful candidate will need to be an extremely well organized individual, able to meet deadlines, chase queries to achieve a desired end result.- The successful candidate will need to be a proactive person able to determine what needs to be done without close direction, need to be flexible to cover other jobs within the department if necessary- The ability to work effectively in a team environment and to process to ensure deadlines are met.

Education & Experience	
Required Education & Experience	<ul style="list-style-type: none">- Desirable but not essential :-- Experience of Purchase Ledger- Knowledge of Oracle System- Familiar with Procure to Pay Procedure- Knowledge of VAT / Expense Review Process