



# PARKSIDE

Veterinary Group

**PLEASE READ:**

**INFORMATION FOR CANDIDATES REGARDING ACCOUNTS/ADMINISTRATION POSITION**

Parkside Veterinary Group is dedicated to animal care and to this end this position requires a new team member who must be prepared to work hard and be flexible enough to work when required. They must be positive, with proven excellent customer service skills, have the ability to learn quickly, act on their own initiative when required. Following strict guidelines relating to accounting and office administration, health and safety, customer care and ensure adherence to follow all practice policies and procedures including policies relating to the information we give out to clients regarding their pets. It is imperative that you are both compassionate and caring in your demeanour.

A willingness to learn and to be happy to help out in any given situation as part of a dedicated team member is crucial.

Although this job is demanding it is also a very rewarding job, where you will see, first hand, the care and dedication given to the animals from our professional team.

We welcome all serious applicants for this position.

**JOB DESCRIPTION**

**ACCOUNTS/ADMINISTRATION SUMMARY**

Provide a professional and timely service to the Partners at Parkside, with accuracy being fundamental to this position.

Show a willingness to work as a member of the office team and liaise with fellow staff and Partners.

Cover Reception shifts when required and deal with large animal calls and appointments.

Full time holiday entitlement [based on 39 hours] 4 weeks [20 days] plus 9 days [4 of which must be kept aside for Christmas and New Year].

## **THE ROLE/JOB**

### **Sales Ledger**

To assist with billing service and ensure it is provided timeously and accurately  
To assist with debt collection processes within the practice

### **Purchase Ledger**

To ensure purchase ledger duties are provided timeously and accurately  
To ensure all supplier invoices are processed and paid in a timely manner  
To code, process and distribute purchase invoices  
To ensure that all supplier invoices are reconciled to backup prior to payment

### **Payroll**

To assist in ensuring all staff and Partners are paid for work carried out at the surgery

### **Cash handling**

To ensure cashing up is completed daily and maintain cash book records accurately

### **General**

To assist in production of necessary account payable/receivable reports as required  
To assist in completion of all month / year end processes  
Carry out any other reasonable duties as requested by the Practice Manager and or Partner.  
General clerical duties as required.

### **Decision Making Authority**

#### *Without reference:*

Prioritising work load  
Processing sales / purchasing invoices  
Processing cash payments and cashing up

#### *With reference:*

Payments made to suppliers & staff

### **Skills/Knowledge**

Good IT skills  
Knowledge of sage accounting and payroll  
Accuracy/excellent numeracy skills  
Ability to communicate with all levels of staff  
Accounting skills/knowledge  
Demonstrate ability to show initiative

### **Experience**

Proven knowledge of purchase / sales ledger and payroll  
Ability to use Microsoft office products (eg Word / Excel)