

# JOB DESCRIPTION

**POSITION:** Accounts Assistant  
**DIVISION:** Finance & Admin

AVMI are the UK's largest integrator and service provider of audio visual, video conferencing and digital media solutions. Established over 25 years ago, we have global capabilities and hundreds of experienced staff implementing our systems in corporate, retail and public environments. We employ over 400 members of staff across 6 locations internationally.

An exciting opportunity has arisen to become an Accounts Assistant within our head office in Sunbury-on-Thames. The role will be based in the Finance Department, reporting to the Purchase Ledger Team Leader. The ideal candidate will be on hand to assist the Accounts Payable and Finance Team. It is important to have a good understanding of accounting processes both on the purchase and sales side.

## **Accounts Payable duties will include:**

- Loading invoices
- Reconciling statements
- Looking into invoices in query
- Assisting in the payment run
- Looking after supplier key accounts and making the necessary payments
- Setting up ad hoc payments as and when required
- Providing holiday and sickness cover for the Accounts Payable email
- Checking payments created by others prior to authorization
- Checking and posting batches created by others
- Assigning serial numbers for some posted invoices
- Obtaining approvals where required for invoices
- Obtaining HMRC verification for CIS subcontractors

## **The successful candidate will:**

- Have a good understanding of Excel
- Have knowledge of Microsoft Dynamics GP would be useful
- Be Hardworking
- Be accurate and good attention to detail
- Work using their own initiative
- Be able to work on their own and as part of a team
- Be organized and methodical approach to work
- Have the ability to work to deadlines

## **ABOUT AVMI**

AVMI provides services to leading organisations in financial services, legal, professional services, retail, defence, government, health and education sectors.

AVMI has focussed its business strategy on providing 'trusted advisor' life-cycle services to clients with a significant portion of growth coming from international business.

AVMI has recently secured a place, for the second year running, in the Sunday Times International Track 200. This international growth has been enabled by AVMI's award winning Global Enterprise Framework of services, helping its multi-site clients to drive consistency and efficiency into their audio visual and collaboration facilities and services across all locations.

Having opened operations outside of the UK in Hong Kong, New York and Dublin, AVMI is planning to secure additional international locations in support of its clients' businesses.