

Job Description

Post	Accounts Assistant (permanent, 35 hours per week over 5 days, may consider 4 days)
Job Ref	O/16
Location	Edinburgh (hybrid working)
Department	Finance
Reporting to	Financial Controller
Responsible for	This post has no direct reports

Job Summary

The Accounts Assistant will play an important role in a proactive, collaborative Finance Team that supports strong financial control, reliable reporting and effective decision-making across Myeloma UK.

Working closely with the Financial Controller and colleagues across the organisation, the post holder will take ownership of key AP (Accounts Payable) and AR (Accounts Receivable) processes while also acting as a trusted finance contact for teams, helping them understand processes, resolve queries and make confident, well-informed decisions.

This is a varied role for someone who is accurate and organised, but also curious, improvement-minded and keen to contribute beyond transactional processing.

Key Deliverables

1. Main Duties and Responsibilities

- Ownership of the end-to-end AP and AR functions, ensuring accurate and timely processing of invoices, payments, supplier recs and monitor and resolve supplier account discrepancies.
- Maintain strong financial controls and processes across the AP and AR functions, ensuring compliance with accounting requirements.
- Identify and implement process improvements and efficiencies across AP and AR, including opportunities for automation.
- Act as a key point of contact to liaise with and provide financial guidance to, all colleagues in all relevant matters including coding support, financial processing and expenditure allocation.

- Supporting the month-end including reconciliations, accruals, journals and ensuring the AP ledger reconciles to TB.
- To prepare and review VAT workings and returns, ensuring accurate VAT treatment, reconciliations and timely submissions.
- Working as part of the Finance Team, to ensure accurate month-end reporting, audit readiness and provide cover during periods of holiday absence, etc.
- To promote and sustain a constructive, supportive and friendly working relationship with all customers, internal and external, immediate and senior management and all other colleagues.
- Any other duties as appropriate to the post or as the organisation requires.

All the responsibilities and duties are to be carried out according to Myeloma UK's standards, policies and procedures and in conjunction with accounting regulations.

2. General

Continuous improvement, developing skills and teamwork underpin all roles at Myeloma UK.

General responsibilities include:

- Be attentive to and implement organisation brand and style guidelines
- Participate in team meetings and work together with colleagues to maintain and improve knowledge and skills
- Act as a source of information and support to colleagues throughout the organisation
- Build productive working relationships with external advisers to maintain and enhance their commitment to Myeloma UK
- Demonstrate a commitment to ongoing learning and development and to participate in any training relevant to the role
- This role may require some essential travel throughout the UK; therefore, the post holder must be willing to travel. Regular travel to Edinburgh if based elsewhere will be required
- Undertake such work as may be appropriate to the post

This job description is not exhaustive. It merely acts as a guide and may be amended to meet the changing requirements of Myeloma UK at any time after discussion with the post holder.

Person Specification

Area	Essential	Desirable
Qualifications & Experience	• Experience of being in an AP and AR end-to-end role • Knowledge of VAT reporting and requirements • A strong understanding of month end and reconciliations	• Previous experience of working in a busy finance department in a similar organisation • Accounting qualification to AAT or equivalent
Skills & Abilities	• Highly proficient in the use of Excel • Excellent attention to detail with the ability to investigate and resolve issues independently • Ability to build relationships and to work in partnership with both internal and external stakeholders • High level of written and verbal communication skills	• Experience of XLedger cloud accounting software • Experience of Raiser's Edge CRM software • Experience of administering and supporting an outsourced payroll function
Personal	• Strong communication and interpersonal skills with the ability to develop relationships and communicate with colleagues at all levels • Strong organisational skills with the ability to plan and organise work, working to tight deadlines simultaneously managing a number of initiatives • Ability to work calmly under pressure maintaining a flexible 'can do' attitude	
Other	• Committed to the delivery of the aims and objectives of Myeloma UK • Committed to achievement of quality management and excellent service • Committed to providing an excellent support service to the organisation	• At certain times of the financial year there may be a requirement to work out with the usual working hours

Terms and Conditions

Post	Accounts Assistant (permanent, 35 hours per week over 5 days, may consider 4 days)
Salary	£27,170 - £30,317
Probation period	Three months
Hours of work	The standard full-time working week comprises 35 hours, Monday to Friday. Myeloma UK operates a flexitime scheme and details will be provided by the Head of HR and Operations. The post holder will be expected to assume duties outside working hours to support the delivery of their role and the operation of the organisation when required.
Holidays	Full-time holiday entitlement is 30 days per calendar year, plus 6 public holidays (pro-rata for part-time employees).
Pension scheme	Myeloma UK complies with its auto-enrolment obligations and offers a 7% pension contribution to all colleagues.
Premises	Myeloma UK is situated at 22 Logie Mill, Beaverbank Business Park, Edinburgh, EH7 4HG.