



## Job Specification

<b>Job Title:</b>	Accounts Manager	<b>Job Category:</b>	Accounts
<b>Department/Group:</b>	Finance	<b>Job Code/ Req#:</b>	VSLAM140610
<b>Location:</b>	Hayes	<b>Travel Required:</b>	No
<b>Level/Salary Range:</b>	£22K Per Annum	<b>Position Type:</b>	Full Time
<b>HR Contact:</b>	Srini	<b>Date posted:</b>	15 <sup>th</sup> June 2010
<b>Will Train Applicant(s):</b>	Yes	<b>Posting Expires:</b>	16 <sup>th</sup> July 2010
<b>External posting URL:</b>	<a href="http://www.voicetecuk.com">www.voicetecuk.com</a>		
<b>Internal posting URL:</b>			
<b>Applications Accepted By:</b>			
<b>Post:</b> Mr. S.Srinivasan 790 Uxbridge Road Hayes, Middlesex UB4 0RS  <b>REF: VSLSTE080610</b>		<b>Email:</b> <a href="mailto:vacancy@voicetecuk.com">vacancy@voicetecuk.com</a>  <b>Attention: Srini:</b>  <b>Ref:VSLMA140610</b>	
<b>Job Description</b>			
<b>Job Purpose:</b> Provides financial information to management by researching and analyzing accounting data; preparing reports.			
<b>Duties:</b> <ul style="list-style-type: none"><li>• Assist with statutory audit of company accounts</li><li>• Filing Income Tax returns and filing statutory audit to Companies House, whilst providing monthly and annual management reports.</li><li>• Preparing computerized accounts of the company</li><li>• Providing CEO and Management with companies financial standing</li><li>• Ensure that funds are spent according to a budgeted plan and the allocation of expenditures is appropriate</li><li>• Able to deal with customers and liaise with overseas clients in Asia</li><li>• Guides accounting clerical staff by coordinating activities and answering questions.</li><li>• Secures financial information by completing data base backups.</li><li>• Maintains financial security by following internal controls.</li><li>• Prepares payments by verifying documentation, and requesting disbursements.</li><li>• Prepares special financial reports by collecting, analyzing, and summarizing account information and trends.</li><li>• Maintains customer confidence and protects operations by keeping financial information confidential.</li><li>• Contributes to team effort by accomplishing related results as needed.</li></ul>			



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### Skills/Qualifications:

- Degree in related field
- Extensive corporate experience and should have worked in an Accountancy and Finance role previously
- Self starter and should be able to work independently
- Good IT knowledge is a must
- Comprehensive knowledge in the use of various different accountancy packages.
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Date:	Tuesday 15 <sup>th</sup> June 2010
Posted By:	Srinandhan Srinivasan
Closing Date:	Friday 16 <sup>th</sup> July 2010