

## Ashton Group

### **JOB DESCRIPTION: Accounts Manager**

**JOB TITLE:** Accounts Manager

**REPORTS TO:** Managing Director and Finance Director

Company: We are a group of nursing homes with 400 nursing bed, employing over 400 staff across the Group. The turnover is in the region of £10M per annum. We are currently in the expanding cycle, expecting to grow by minimum 15% per year for the next 5 years. Nursing Homes are based in South of London and Accounts office will be based in Cochin, India.

We are looking for a strong person to be able to manage a team of 5 to produce complete accounting requirements for the Nursing Homes which are registered Companies in the UK.

#### **ROLES AND RESPONSIBILITIES:**

1. Overseeing implementation of accountancy system and accounting policies across the Group;
2. Liaising with the senior management to compile budgets & other costs;
3. Periodic (monthly) monitoring of material costs against budget;
4. Liaising with senior managers within the Group to manage any overspend;
5. Monthly submission of 'management information' to bank of the consolidated accounts which includes P&L, BS, rolling 12 months budget for P&L, CFAD (which is a specific requirement set by the Bank), cash flow forecasts;
6. Yearly submission of all three company accounts to Companies House UK;
7. Preparation and submission of tax account to Corporation Tax UK;
8. Ensuring your team is carrying out credit checks and establishing credit terms and ensuring timely payment by customers;
9. Renegotiating payment terms and initiating legal actions to recover debts, if necessary;
10. Carrying out and/or supervising general accounting and related administrative work for a team of 5;
11. Maintaining financial security by establishing internal controls;
12. Handling customer accounts;
13. Monitoring monthly bank reconciliation, revenue & expenditure variance analysis, capital assets, accounting, year-end closing entries & audit schedules

#### **OTHER RESPONSIBILITIES:**

1. Managing a team of 5 Accountants ensuring, accounts payable, accounts receivable, payroll and other administrative duties are being met;
2. Adhoc work requested by Directors and sometimes Senior Managers of nursing homes are being done on time;

#### **BASIC QUALIFICATIONS & SKILLS:**

- Chartered Accountant within minimum 3 years experience.
- Advanced excel skills.
- Good report writing in word.

**PERSONAL ATTRIBUTES:**

1. Attention to detail
2. Ability to multitask
3. Listening and comprehension skills
4. Good communication in English
5. Able to delegate and work on targets within the allocated time

<b>Ashton Group</b>
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<b>JOB DESCRIPTION: Accounts Receivable Accountant</b>
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**Total Vacancy – 5**

**Job Description:**

We are looking for a full-time Accounts Assistant to organize the day to day running of our Accounts Receivable for a Group of Nursing Homes business.

**Company Profile:** We are a group of nursing homes over 400 nursing beds, employing over 400 staff within our nursing homes across the Group. The turnover is in the region of £10M per annum. We are currently in the expanding cycle, expecting to grow by minimum 15% per year for the next 5 years. Nursing Homes are based in South of London and Accounts office will be based in Cochin, India.

We are looking for a strong person with excellent communication in English as you will be liaising with English clients.

**Roles and Responsibilities include but are not limited to:**

- Assist to process daily income on to Quickbooks, approximately over 400 clients at any one point in time.
- Process electronic invoices on Quickbooks and emailing on a monthly basis and in addition any adhoc invoicing between the months needs to be raised and emailed.
- Daily updating of new admission and any discharges on Quickbooks and control spreadsheet.
- Weekly income reconciliation.
- Monthly income to bank reconciliation.
- Assisting Account Manager with monthly management information by ensuring accounts receivable to complete for recording purpose.
- Communicating with Accounts Manager of any outstanding debt, chasing it up to ensure all are paid within the allocated time.
- Assisting Accounts Manager in preparing any legal claims to collect the outstanding debts.
- Liaising with Senior Manager at each of our nursing homes to ensure all income are being recognised.
- Producing monthly debts analysis.

- Assisting Accounts Manager in producing monthly cash flow statements to the Bank.
- Dealing with customers over the daily with any enquiries with the invoice.
- Liaising with other professionals within the NHS and social services regarding their contributions towards the client's weekly fees.
- Updating the Quickbooks of all conversations with both customers/clients, NHS and local social services regarding when their payments can be expected.
- Maintaining Customers records.
- Managing incoming emails and ensuring all are actioned/filed and responded.
- All other general office administrative duties.

**Required skills;**

- Degree in B.Com or degree in Accounting related degree.
- Must have good attention to detail and produce work with accuracy.
- Must be organised, quick learner and have a can-do attitude.
- Must have good computer knowledge in Ms Word, Excel, & QuickBooks, etc.
- Excellent communication skills

**Salary:**

- Competitive Rate

**Apply:**

- Please upload your cv and a cover letter

Interested candidates send your resumes to -  
**kathy@ashtonleigh.co.uk**