



Bova Specials UK LTD
7-9 Gorst Road, Park Royal
London NW10 6LA
t 020 3034 3100
f 020 3784 8754
e bova.co.uk

Title: Accounts Assistant

Salary: £24-30,000 per year

Job Type: Full Time

Apply to: sarah@bova.co.uk

Location: North Acton, London

Bova Special UK is a manufacturer of veterinary medicines that is regulated by the Veterinary Medicines Directorate (VMD). Bova UK holds ManSA (Manufacturer 'Specials' Authorisation- (Veterinary)) to manufacture sterile and non-sterile products.

The stringent regulations set out by the Veterinary Medicines Directorate (VMD) is testimony to the quality of medications produced at Bova UK. The well-established quality culture ensures that the business remains compliant with current Good Manufacturing Practices (cGMP) and Good laboratory practices (GLP)

The Bova UK team is led by experienced professionals in the pharmaceutical manufacturing industry.

Autonomy to develop in the specified role is a key differentiator of working within a rapidly expanding company where your contribution is shaping the future of the business.

Self-determination and continuing education are vital for the development of the business and its individuals to ensure an effective working culture. We are looking for candidates who will champion their role and bring new ideas and concepts to drive innovation.

Bova UK manufactures various dosage forms such as solid, semi-solid, liquid, sterile injectable and ophthalmic preparations using a range of equipment and machinery. Analytical labs & microbial labs play a critical role in our operations. All the raw materials and finished products are tested against set standards as per ICH guidelines. Analytical labs also perform stability studies on new & existing products to monitor and improve product quality and patient safety.

Salary packages are designed to commensurate employees for their skill set and contribution to Bova UK and include the Pension, health insurance, and other benefits such as discount memberships to third party service providers including gym membership.

We are looking for candidates who can demonstrate their competencies, have a vision for their career and can seamlessly integrate with our forward-thinking team.

Operational Relationships:

Responsible to the Accounts Executive and Accountable to the Financial Controller.

Qualifications:

To discharge these duties successfully the applicant must be able to perform the roles outlined below to the satisfactory level and have obtained the necessary qualifications. (see people specification for more details)

Main Duties & Responsibilities

This job description gives a general outline of the duties of the post and is not intended to be an inflexible or finite list. It may therefore be varied so that changing needs of the service can be met, in consultation with the post holder.

- Daily bank account reconciliations
- Processing invoices received (coding and matching PO to bills)
- Follow up with Suppliers invoices/Statements
- Monthly Supplier statement reconciliations
- Proactive chase customers for payments due
- Maintain updated debtor comments with accurate notes of last chasing activities
- Manage customer account queries
- Send monthly statements to customers
- Update customer details on the ledger
- Monthly Credit Card reconciliations
- Process staff expenses ensuring that the necessary authorisation and receipts are received
- Perform Ad-hoc admin office management duties and sundry tasks as requested
- To adhere to the company's or organization's financial policies and procedures
- To find efficient working practises to ensure key deadlines are consistently met
- To undertake other ad- hoc duties and accounting-based tasks as requested, for example, scanning and filing accounting documents
- Build rapport with clients and maintain excellent client service levels at all times
- Work closely with the Finance Executive and Chief Financial Officer.
- Maintain the general ledger
- Prepare financial reports for management
- Adhere to HMRC lodgement and payment requirements.

Personal Specification – Accounts Assistant

- Education to degree level within a relevant field
- An interest in a career within accounts
- Good IT skills including email, word processing, spreadsheets and data entry
- Good oral / written communication skills.
- Good numeracy skills.
- Good time management skills.
- Must be methodical and pay attention to detail.
- Demonstrated ability to work to set procedures & processes
- Able to work independently and as a team member.
- Able to work under pressure accurately.
- Able to sit or stand in a restricted position at a workstation for periods of the working time
- Able to prioritise and organise routine daily tasks using own initiative
- Able to clearly and accurately complete routine documentation
- Good manipulation skills