
Tasks & Responsibilities Handled By ASG

1. Bank Reconciliation/ Bookkeeping
 - a. Updating bank statements
 - b. Un Coded and Unreconciled transactions
 - c. Chasing clients for receipts/bills/invoices
2. Accounts Payable / Pay Runs
 - a. Listing all the invoices to be paid for the week/month
 - b. Maintaining client notes for the transactions to be put on hold for payment
 - c. Payment of monthly PAYE and Pension
 - d. Paying quarterly VAT or monthly if there is a monthly payment schedule if there is no Direct debit
3. Cash Flows
 - a. Monitoring cash balances in the company and reviewing the future payments (Monthly company expenses) to be done so that a +ve cash balance can be maintained
 - b. Making sure the recoveries and the recharges are done monthly
 - c. Making sure invoices to the broadcaster is done on time as per the stage mentioned in the contract
4. Cost Monitors/ Cost Managers (Budget Control)
 - a. Monthly CM reconciliations
 - b. Creating a CM from budget
 - c. Creating the chart of accounts from CM/Budget
5. Balance Sheet Reconciliation
 - a. Reconciliation of various balance sheet heads to substantiate the balances on the balance sheet
 - b. Having a summary of accounts like VAT and comparison of VAT with Vat returns filed with HMRC, same reconciliation for PAYE, payroll payable
6. Management Accounts
 - a. Analyzing the profits and expenses for the company and departments/ projects separately
 - b. Creating templates for Management Accounts including chart analysis
7. Payroll
 - a. Monthly Payroll processing
 - b. Submitting RTI and Pension
8. Month – End
 - a. Depreciation and payroll
 - b. WIPs Calculations and Working
 - c. Month End Reports
 - d. Preparation and reconciliation of VAT returns
9. Year – End
 - a. Preparation of Year-End Accounts
 - b. Filing SA Returns
10. Correspondence with clients on E Mail