



Empathy for you - compassion for your animals

Job Description

Title:

Accounts Administrator based at Castle Cary

Main Purpose of Job:

Responsibility for the prompt booking of veterinary visits, services and medicines Production and posting of accounts

Banking of payments received

Client debtor control

Hours of Work:

- 9.00am – 2.30pm Monday – Friday

Lines of Authority:

- Responsible to the Practice Director

Main Duties:

- Booking vet work tickets –daily on receipt and vets to be chased as necessary for prompt receipt of tickets
- Booking lab. fees and ancillary invoices as they are received
- Sending out invoices and statements
- Day book reconciliation daily
- Debtor control ongoing
- List of aged debtors and updated action being taken to be sent to the directors monthly
- Production of aged debt graphs with comments as appropriate to be sent to directors monthly
- Maintaining Petty Cash with monthly reconciliation
- Banking undertaken daily for collection by Loomis
- Ongoing updating and maintaining of computerised client records
- Small animal reception till float daily
- Animal Health payments
- Answering the telephone and message taking
- Replying to customer correspondence and client queries
- Any other relevant duties that may be required
 - e.g. - Preparing medicine orders
 - Organising Veterinary Surgeon visits / appointments
 - Reception duties