



## Finance Assistant

We are looking to appoint a Finance Assistant to provide day to day support to the Finance Team in ensuring that all accounts operations are carried out accurately, within the required deadlines, and as efficiently as possible.

### Key Duties & Responsibilities:

- Processing purchase invoices, checking they are correct against purchase orders
- Ensuring purchase invoices are correctly coded to the relevant nominal and department
- Monitoring the accounts mailbox – actioning/escalating queries as required
- Weekly supplier payment runs
- Processing staff expenses
- Processing and reconciling credit card transactions
- Assisting the Senior Credit Controller with queries, chasing debt, and ad hoc reports
- Assisting the Finance Manager during month end
- General office duties e.g., answering the telephone, filing, scanning.

### Key Competencies & Skills:

- Experienced in using MS Office Suite including Excel & Word
- Organised with ability to manage own workload and work to deadlines
- Ability to operate and maintain systems and procedures to a high standard of accuracy with attention to detail
- Excellent written and verbal communication skills
- Sage Line 50 experience

To apply for this role, please email your CV to the email address below, or contact Keri Shacklady if you have any questions about the position.