

JOB DESCRIPTION

FINANCE ASSISTANT

MAIN PURPOSE OF ROLE

To provide support to the Chief Operating Officer and Finance Officer in all aspects of the day to day running of the accounts department.

Reporting to: Chief Operating Officer

KEY RESPONSIBILITIES

- Purchase Ledger: to be responsible for all aspects of the Purchase Ledger ensuring invoices are properly coded and authorised before input and suppliers are paid in a timely manner, and PO's raised.
- Sales Ledger: to be responsible for all aspects of the Sales Ledger and ensuring receipts are inputted and correctly allocated, chasing non-payment of invoices.
- Bank Reconciliations: to ensure all receipts and payments are posted and the bank account reconciled to SAGE in accordance with the designated time scale.
- To be responsible for certain designated administrative duties including Central Filing.
- To provide assistance to the Chief Operating Officer and the Finance Officer with ad hoc accounting duties and projects as required.

PERSON SPECIFICATION

- Experience of working in an accounts office and be competent in the basic accounting requirements of both Purchase and Sales Ledgers.
- Ideally have experience of SAGE 50 and Microsoft Office Products.
- Ability to work under own initiative and as part of a team and be able to prioritise your work to meet monthly and quarterly deadlines.
- Accuracy and attention to detail are essential requirements for this position.

WHY WORK FOR US?

- Salary £23k - £25k pro rata
- Monday to Friday. 3 – 3 ½ hours per day preferably afternoons but negotiable
- Office based
- Pension after probation 4% employee, 8% company
- Free fruit and tea/coffee
- Sponsored company nights out and Christmas party
- A modern, friendly office
- Dress for the diary dress code