

FINANCE ASSISTANT

INTRODUCTION

Our client is a successful award-winning multi-disciplinary design company whose business focuses on 7 key revenue streams:

1. CompleteInteriorDesignservicetodiscerningprivateclientsand developers
2. ComprehensiveShowhomedesignandinstallation
3. CompleteArchitectsserviceasaRIBACharteredArchitectspractice
4. An Architectural Interior Design consultancy offering advice & detailed product specifications to High-end residential (private / show home) and developer clients
5. A dedicated Furniture, Lighting and Interior Design showroom
6. A dedicated Tiling Studio offering a vast selection of unique tiles
7. A full Design and Build Service

As a result their undertaking a major construction project, an opportunity has arisen for a full time Finance Assistant to work at their office as part of a fun, small, successful and dynamic team.

PROFILE

You should come with previous experience in working in a busy accounting function, undertaking a broad range of responsibilities. The ideal candidate will be experienced in using SAGE Line 50 (2017 or Cloud version) and MS Excel.

ROLE

Full time (40 hours a week), immediate start

KEY RESPONSIBILITIES

- Using Sage Cloud for 8 Group companies
- Assist with monitoring and recording costs for the construction project
- Ensure compliance with monthly reporting to third parties
- Analyse variances from budget
- Assist in preparation of monthly accounts
- Posting purchase ledger invoices
- Making UK and European payments
- Identifying customer balances to be chased
- Dealing with invoice queries – both supplier and customer
- Chasing purchase ledger credit notes
- Chasing missing invoices
- Credit control for overdue customer balances
- Quarterly VAT returns for 6 companies
- All other usual activities required in a busy accounting function

KEY REQUIREMENTS

- Must be an experienced/confident Finance Assistant who has used Sage Line 50 Accounts 2017 onwards
- Should be a part-qualified or qualified by experience accountant with strong double entry book-keeping experience
- Intermediate knowledge of Excel

- Experience of management reporting
- Must be able to operate confidently, proactively and independently within a busy accounting function
- Minimum of 3 years relevant experience
- IT literate, proficient in Word, Excel, Powerpoint & Outlook
- Numerate, able to make accurate calculations
- Well-presented and personable, with excellent communication and organisational skills
- Team-spirited
- Resilient to cope with conflicting demands, able to prioritise duties, work effectively under pressure and meet deadlines This description reflects the core activities of the role but is not intended to be all-inclusive and other duties within the group/department may be required in addition to changes in the emphasis of duties as required from time to time. There is a requirement for the successful candidate to recognise this and adopt a flexible approach to work. Job descriptions will be reviewed regularly and where necessary revised in accordance with organisational needs. Any major changes will be discussed with successful candidate.

SALARY & BENEFITS

- ·Salary dependant on experience – with end of year discretionary performance related bonus
- ·Staff discount scheme
- ·Company Pension scheme
- ·4 weeks paid holiday plus all public holidays