

Finance Assistant

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Company: Bennett and Game Recruitment LTD

Location: Colchester

Category: other-general

An exciting opportunity for a Finance Assistant to join one of the UK's leading and most reputable Architectural consultancies predominantly based in the Colchester Office

This full time, permanent role would suit a Finance Assistant or Accounts Assistant who has previous experience processing payroll and the AP function The Finance Clerk should be a versed within a similar role processing up to month end and will have experience with Sage 50.

The successful candidate will be located close to Colchester and will be offered hybrid working, a competitive salary up to £30,000 and other great benefits.

Finance Assistant Position Overview

Inputting/uploading of purchase invoices into Sage with correct nominal code allocation

Processing of purchase invoices into Sage

Processing supplier payments

Reduction of aged debts and resolution of late payments

Process monthly payroll of 270 staff

Other general ad hoc duties as and when required

Finance Assistant Position Requirements

Previous experience within a similar role previously

Experience with Sage 50

Proficient with Excel, word and outlook

Commutable distance to Colchester

Finance Assistant Position Remuneration

£25,000 - £30,000 per annum

Monday to Friday 8:30am - 17:00pm

Hybrid working up to 3 day per week

25 days holiday + Bank Holidays

Competitive Company Pension Scheme

Clear routes of progression as the business grows Bennett and Game Recruitment are a multi-disciplined technical recruitment agency based in Chichester, West Sussex operating across the UK with specialist teams covering a range of industries. We are acting as a Recruitment Agency in relation to this vacancy, and in accordance with GDPR by applying you are granting us consent to process your data, and contact you in relation to this application and the services we offer.

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