

Finance Assistant

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Company: Forrest Recruitment

Location: Liverpool

Category: office-and-administrative-support

Job Overview

(Temporary) Crosby up to £24k DOE

Forrest Recruitment Liverpool are seeking to recruit a Temporary Finance Assistant, to work for a well-established organisation based in the Crosby area.

Role responsibilities:

Inputting Purchase Orders

BACs payments

Checking bank accounts

Preparing cash for weekly collection

Coordinating the purchase of goods and supplies

Preparing monthly financial reports for review

Analysing and evaluating data/information

Producing reports

Experience required:

Proven experience in a Finance Assistant role

Enhanced DBS – **Desirable** not essential

Cross References and Citations:

1. Finance Assistant [HrjobsJobs LiverpoolHrjobs](#)
2. Finance Assistant [Usajobscareer Jobs LiverpoolUsajobscareer](#)
3. Finance Assistant [Electronicsjobs Jobs LiverpoolElectronicsjobs](#)
4. Finance Assistant [Israeljobs Jobs LiverpoolIsraeljobs](#)
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