

## Finance Assistant

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Company: Castle Employment

Location: Osbaldwick

Category: other-general

A business based in York, is currently recruiting for a Finance Assistant to join their team on a permanent, part-time basis. The successful Finance Assistant will be responsible for the efficient and accurate processing of the sales and purchase ledger activities, as well as assisting the Finance Manager with ad hoc projects within the finance department.

The Finance Assistant will work circa 21 to 24 hours per week (hours can be flexible) between Monday and Friday, 9am – 5pm. Excellent benefits are on offer including a salary of up to £26,000 (pro rata), depending on experience, 33 days holiday (inclusive of bank holidays and Christmas shutdown), health scheme, cycle to work scheme, and discounted bus travel.

Reporting into the Finance Manager, the Finance Assistant's key responsibilities will include:

- Issuing sales invoices, credit notes and statements
- Processing direct debits
- Credit control
- Posting sales receipts
- Creating and maintaining supplier and product records
- Payment run preparation
- Issuing remittances
- Raising POs

Responding to internal and external finance queries

General administrative tasks and ad hoc dutiesThe successful Finance Assistant will:

Be proficient in the use of accounting software (Xero will be advantageous)

Have proven understanding of accounting processes and procedures

Have previous experience in a similar finance role

Demonstrate a high standard of accuracy and attention to detail

Be personable and friendly, with a good work ethicThis role would suit a candidate in a similar role, such as Accounts Assistant, Accounts Administration, Purchase Ledger, Sales Ledger or Finance Officer, or someone who is studying or who has studied their AAT qualification with strong transactional finance skills.

If you are interested in this Finance Assistant role, please apply now or get in touch to have a confidential conversation today.

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