

Finance Assistant

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Company: New Appointments Group

Location: Ramsgate

Category: office-and-administrative-support

We are looking for an experienced Finance Assistant to support a Finance Team in an education setting.

To be considered for the role you will ideally be qualified to level 3 AAT .

Duties:

The position will be varied and cover nominal ledger, billing ledger, purchase ledger and payroll.

- * Process new starters & leavers and update employees records
- * Produce and collate invoices
- * Issue statements
- * Post credit card transactions

This is a full time position Monday to Friday 0830-1700 and we are looking for someone to start as soon as possible.

The role is subject to Disclosure and Barring Service (DBS) checks.

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