

Finance Assistant

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Company: Page Personnel

Location: St Albans

Category: other-general

Full time permanent position Finance Assistant Position based in St. Albans

About Our Client This organisation is a leading player in the technology and telecoms industry, boasting a team of over 500 dedicated professionals. With a focus on innovation and commitment to excellence, they consistently deliver high-quality products and solutions to their diverse clientele.

Job Description Main roles and responsibilities of the Finance Assistant:

- Timely and accurate data entry into accounting software and other systems
- Raising sales invoices and credit notes
- Statement reconciliations
- Credit control
- Bank reconciliations
- Raising purchase orders
- Processing supplier invoices
- Checking and processing staff expenses and Company Credit Cards
- Checking and matching delivery notes with orders
- Checking customer purchase orders match our orders
- Checking Accruals, Prepayments and Deferred Revenue each month
- Sending remittance advice
- Help prepare monthly sales commissions
- Help prepare monthly management accounts.

General finance administration

The Successful Applicant A successful Finance Assistant should have:

- A solid foundation in accounting and finance principles
- Accountancy qualification AAT/ACCA/CIMA or working towards one
- Proficiency in Microsoft Excel
- Strong numerical and analytical skills
- Excellent attention to detail

What's on Offer 25 days annual leave plus an extra day off for your birthday

Health cover

Modern Office located near St. Albans City station

A vibrant company culture that nurtures growth and creativity

If you are looking to develop your finance career within the technology and telecoms industry, this role offers a fantastic platform to learn, grow, and contribute to a forward-thinking company. We encourage all eligible candidates to apply.

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