

Finance Assistant

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Company: Page Personnel

Location: St Albans

Category: office-and-administrative-support

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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Cross References and Citations:

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