

Finance Assistant

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Company: Pure Resourcing Solutions

Location: Suffolk

Category: office-and-administrative-support

£23, - £26,.

Felixstowe

Free Parking

Pure are working with a Felixstowe-based organisation seeking an Finance Assistant working on invoicing to join their team, on a full-time, permanent basis. The successful individual will have experience working in a finance or administrative role, studying towards their AAT, knowledge using Microsoft Office and is a strong team player.

Responsibilities:

Raising invoices on a daily/weekly basis.

Inputting data into the system and ensuring all information is accurate.

Answering any calls/emails from clients and colleagues with queries.

Creating spreadsheets with information for the team.

Assisting other team members and departments when required.

Skills and Experience:

Previous experience working in an administration role.

Excellent communicator.

Accurate, with the ability to prioritise workload.

Knowledge with Microsoft Office; particularly Excel.

Reliable and good time-keeping skills.

If you have the relevant experience and interested in hearing more about this opportunity,

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