

Finance Administration Assistant (Part-time)

The Tommy Banks Group



Report to: Accounts Manager

Hours: 18 Hours per Week

Preferably Monday, Tuesday and Thursday 9am – 3.30pm (inc a half-hour for lunch)

Salary: £13 500 p.a. including tronc

Location: Oldstead, York YO61 4BL

Overview:

As Finance Administration Assistant for the Tommy Banks Group, your role is assisting in a busy accounts payable and receivable department. Processing purchase and sales invoices and helping prepare up to date information.

The Role:

- Assist in a busy accounts payable and receivable department
- Processing purchase invoices
- Processing sales invoices
- Regular supplier and colleague contact
- Preparation and distribution of remittance advice
- Assisting with VAT return preparations
- Preparation of monthly sales statements and prepayments
- Checking and updating accounts payable and receivable balances
- Preparing checks to employees and vendors
- Electronic and hard copy scanning, filing and logging of account documents
- Using computerised accounting systems including Quickbooks

The Person:

- Strong work ethic and initiative
- Meticulous attention-to-detail
- Bookkeeping experience preferred
- Great organisational skills
- Ability to effectively prioritise workload
- Ability to follow company policies
- Strong communication & interpersonal skills to liaise with colleagues and suppliers
- Understands and adheres to confidentiality

The benefits of working with us

Our people are the most important part of our business, and we provide a fantastic place to grow and develop your skills with excellent pay and good work/life balance. We offer:

- Competitive salary and service charge
- Staff discounts across the group
- Career development and internal and external training opportunities
- The opportunity to work in a growing and exciting business that invests in its people

How to apply

To apply, please send your CV and covering letter to Matthew and Emily via careers@tommybanks.co.uk