

OUR CORE VALUES



Finance Assistant

Department: Accounts

Reporting to: Finance Manager

Hours: Monday – Friday, 8am – 5pm

Location: Head Office, Cheam

Description

This role is for a full-time position within our Accounts Department. The successful candidate will be based at our Head Office in Cheam. We are seeking an enthusiastic and motivated Finance Assistant to join the business who will be responsible for assisting the Finance Manager with various duties within the Accounts team. This role is an exciting opportunity for someone who is keen to learn new skills using various operating systems and other aspects of Accounts.

Main Duties

- Calculating and checking to ensure payments and records are accurate
- Reconciling and maintaining purchase ledger accounts
- Handling internal and external invoice enquiries and providing resolutions
- Liaising with suppliers
- Confirming receipt of invoices and ensuring all information is correct
- Raising, inputting and clearing purchase ledger account invoices
- Setting up new PL accounts
- Back up inputting delivery notes and answering any queries
- Accounts Reports – Excel

- There may be an additional opportunity to undertake training within the purchase ledger team

Experience required

- Previous experience within a Finance/Accounts role would be advantageous but not essential
- Excellent telephone manners are essential
- Good working knowledge of Microsoft Office, predominantly Excel
- Excellent communication, numeracy and literacy skills
- Experience using systems such as Invu or Vixen is desirable but not essential
- Qualification within finance would be an advantage but not essential

Benefits of working for us

- Established in 1966 we now employ over 400 members of staff, yet remain a **family run business, with strong family values**
- Envious reputation for **high staff retention** rates
- Role specific training and development
- **Equal opportunities employer**, with a culture to promote from within
- **Mental Health** awareness and resources
- We promote **cycle schemes** to encourage healthier lifestyles
- Yearly **annual leave increase** after 5 years of service
- Open door policy
- **Living Wage** employer
- Members of **the 5% club**



Interested in applying?

Please send a copy of your CV to Nicki.Ricketts@smithandbyford.com