

Finance Assistant

Customer Focus Software Ltd - Manchester M24
£18,000 a year

The salary is dependent on the Candidates experience, and could include study for AAT qualifications
A growing company based in Middleton is currently seeking a full time Finance Assistant.
The Finance Assistant role is quite ad-hoc and will have a mixture of working with all ledgers i.e. sales, contracts, accounts payable, accounts receivable, purchasing etc. We are looking for someone who has a good all round knowledge, someone who is methodical, has common sense and is willing to expand their knowledge-base.

The role will involve preparation of sales invoices and sales reconciliations, processing of cost invoices, bank reconciliations, chasing of outstanding debtors, liaising with 3rd party providers regarding invoice payments, and other support and administrative functions as needed from time to time.

Must have intermediate to advanced knowledge of Excel and Word. You will need training on our bespoke accounts software.
We are looking for an individual that wants to grow and establish a great future career within our organisation.

Job Location:

- Middleton, Manchester

Required education:

- AAT Level 3
- Secondary education

Required experience:

· Finance: 1-2 years minimum

Job Type: Full-time

Salary: £18,000.00 /year

Required education:

- Secondary education