**Finance Assistant.**

Our client is a specialist tech design agency who are well respected in their sector and due to growth they are looking to recruit a Finance Assistant – someone who is either up and coming in the financial world or already experienced with an accounting background, you’ll be capable of looking after all transactional aspects of a busy finance department.

**Key tasks:**

* Help run the day-to-day finance activities - transactional tasks including expenses, credit cards and the sales and purchase ledgers from posting invoices through to making payments and posting cash
* Reconcile the bank, run debtor and creditor reports and stay in control of our financial position
* Look after the administrative tasks too, ensuring our projects, clients and suppliers are set up correctly and ready to go in our systems
* Help with the month end process, assisting the Finance Manager with a wide range of tasks such as overheads, prepayments, accruals, posting journals, reconciling & reporting
* Liaise with production and our project accountant ensuring purchase orders and time bookings are in place
* Reporting including circulating regular reports to the wider team to improve awareness of financial performance

**Qualifications, Experience & Skills:**

* You’re in the early stages of a professional qualification (AAT, ACCA, CIMA) or QBE
* You’re highly organised and have fantastic attention to detail, can make improvements and see your ideas through to completion
* You are reliable, trustworthy and have excellent communication and time management skills
* You possess outstanding work ethics, integrity and professionalism
* You can cope with a fast paced environment and are able to meet deadlines
* You have the confidence to challenge as appropriate
* You have a good working knowledge of financial packages such as Microsoft Office and Sage (Procim experience would be great but not essential)

**Our client take great pride in their culture and working environment and are there to support and help grow everyone that works for them. They offer the following benefits:**

* 25 days holiday
* Pension
* Healthcare
* A bonus scheme
* Social events
* A day off for your birthday!

Thank you for taking the time to apply to OPR Resourcing Specialists. If your application is successful you will be contacted within 7 days. We apologise but due to the high volume of applications we receive we are unable to provide feedback on individual CV's.

Please note that by applying for the above job it will be understood that you accept our Terms of Business and Privacy Policy which can be found on our website on the page "Find A Job".