

# Finance Administration Assistant (Part-time)

*The Tommy Banks Group*



Report to: Accounts Manager

Hours: 19.5 Hours per Week

Preferably Monday, Tuesday and Thursday 9am - 3.30pm

Salary: £12.50 per hour plus share of service charge (approx. additional £2 per hour)

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](mailto:careers@tommybanks.co.uk)