



**Job Title: Finance Assistant**

**Location: Burgess Hill/East Grinstead**

This is a full time, permanent position working 8.30am – 5.30pm Monday to Friday with hybrid working up to 50% in the office.

### **Purpose of job**

The Finance Assistant is a dual role working in AR and AP. Supporting the Billing Manager by ensuring that customer invoices are raised accurately, efficiently and in a timely manner. The role also consists of supporting the Purchase Ledger Supervisor in managing the purchase order system, which underpins all invoicing processes and is critical to effective internal cost and invoice management.

Working as part of a collaborative team, the Finance Assistant is expected to meet tight deadlines while providing support across wider finance functions as required. This position requires a numerical and logical individual with strong attention to detail, who enjoys investigating discrepancies and resolving queries.

### **Main Responsibilities:**

#### **Accounts Payable**

- Daily monitoring of various activities related to the internal purchase order process
- Processing Supplier invoices and credit notes through Finance Systems
- Supporting the Purchase Ledger Supervisor with adhoc requests
- Liaising internally with department heads and non-finance colleagues to help the purchase order process flow smoothly
- Resolution of queries and disputes in a timely manner

#### **Accounts Receivable**

- Processing large volumes of data for billing, investigating variances and resolving issues in a timely manner
- Assisting with the production of invoices to billing cycles (weekly, monthly, etc.)
- Validating of customer charges against agreed tariffs/rates and taking corrective actions where appropriate to ensure the pricing to customers is correctly stated
- Participating actively in continuous process improvement projects, seeking ways to develop current working processes
- Supporting the Billing Manager on ad hoc projects, administration and requests

**Key Competencies and skills:**

- Preferably studying towards an AAT qualification
- Fully conversant in Microsoft Office (Excel, Word, & Outlook)
- Demonstrable experience of high levels of accuracy and attention to detail
- An effective problem solver who enjoys seeing tasks through to completion
- Ability to prioritise, manage own workload and proven experience of working to tight deadlines
- Able to work successfully as part of a team
- Knowledge of the logistics industry, reconciliation and previous experience dealing with couriers and industry suppliers is desirable but not essential