



## **Job Specification**

**Finance Assistant  
(Fixed Term – 12 months)  
Lincoln Based  
(Minimum 30 hours per week, 4 or 5 days per week)**

A 12 months fixed term vacancy has arisen for a flexible Finance Assistant to join our internal finance team. Whilst the main part of the role will be the maintaining and processing of the purchase ledger, you will also work alongside your colleagues to ensure a full service is provided to clients, suppliers and team members is available at all times. Therefore, the successful candidate will be a true team player willing to turn their hand to anything within the department.

### **Key Responsibilities**

- Maintenance of purchase ledger including:
  - Processing of purchase invoices (from orders in some cases)
  - Entering and coding of purchase invoices from suppliers
  - Reconciling supplier statements and preparing payment runs (BACS)
  - Dealing with purchase ledger queries and bringing them to a conclusion
  - Dealing with ad hoc cheque requests
- Other areas to be involved in include:
  - Collation and processing of company credit card statements and associated receipts from team members
  - Team expenses processing, checking and payment
  - Petty cash maintenance
  - Sales ledger work, including processing, checking and printing of sales invoices, entering and allocating receipts, card payments over the phone, occasional cover for Credit Controller as required
  - Assisting the Internal Finance Department Manager with tasks such as bank reconciliations and monthly routines

### **Skills and Qualities required**

- Relevant previous experience in wide aspects Purchase ledger and finance functions (preferably some in a professional services environment)
- Good GCSE/O-level results (minimum Grade C in Mathematics & English Language)
- May have relevant professional qualifications (such as AAT)
- Proficient in Microsoft Outlook, Excel and Word

- Proficient in a variety of accounting software
- Understands and applies the principles of bookkeeping, with working knowledge of VAT

### **Personal Skills**

- It is essential that the successful candidate has an open, can do attitude to work alongside the rest of the finance team
- Motivated, organised and efficient individual, committed to provide an excellent service to both clients and to colleagues
- Helpful, accommodating attitude – a great team player
- Excellent communication skills
- Keen attention to detail
- Organised, strong administrator

### **Working Conditions & Package**

- 30-40 hours per week (four or five day spread)
- 23 days annual leave
- Competitive salary and annual leave package
- Salary dependant on experience
- Discretionary bonus scheme \*
- Contributory pension scheme
- Healthplan cashback scheme
- Permanent health insurance scheme \*
- Death in Service benefit
- Childcare vouchers

\*Upon successful completion of probationary period

**To apply email your CV and covering letter telling us why you want to work for Wright Vigar and detailing your experience and current/most recent salary to John Richmond (HR Manager):**

[vacancies@wrightvigar.co.uk](mailto:vacancies@wrightvigar.co.uk)

**Please quote reference WV1719**