



Finance Assistant

Finance Department

The Firm

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Job Purpose:

The Finance Assistant assists the department with all aspects of accounts administration, including all aspects of credit control, maintaining an effective and professional credit control system.

Main Duties and Responsibilities:

This is not an exhaustive list and from time to time it may be necessary to vary these to meet the department and business needs.

- Managing a sales ledger averaging £2 million and consisting of over 800 bills on a monthly basis;
- Contacting clients by telephone and email to pursue overdue bills (average 50 calls and emails per day);
- Assisting solicitors and support staff to ensure client queries are dealt with promptly;
- Assisting with monthly statement runs by email and post;
- Assisting cashiers with payment allocations;
- Assisting with monthly financial reports;
- Maintaining up to date system records;
- Carry out filing as necessary;
- Other ad-hoc duties as required.

Skills and Experience Required

- Minimum of 5 A-C grades at GCSE or equivalent including grade B in English Language, Literature & Maths;
- At least 6 months experience achieved within a professional working environment;

- A high attention to detail to produce work/documentation which is consistently of a high standard;
- Competent in Excel and Word);
- Good time management skills with the ability to prioritise workload, to have a flexible approach to ensure all deadlines are met.
- Must be able to work as part of a team;
- Must possess excellent communication skills both written and verbal;
- Willingness to excel within an accounts environment and keen to learn;
- Team player.

If you would like further details or wish to apply for this position please email your CV and covering letter direct to support.recruit@devonshires.co.uk and also complete the diversity monitoring questionnaire which can be accessed by [clicking here](#).

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