Finance Assistant

Company Description

Established for over 20 years, Applegate has become a leading business marketplace, now using Artificial Intelligence systems to heighten our offering even further. But we aren't just about the technology – our staff make our business what it is. So, we think it's important to nurture our colleagues, invest in your personal development and provide excellent progression opportunities.

About the role

We are looking for a finance assistant to join our accounts department, the ideal candidate will have excellent communication skills, be a team worker but also use their own initiative and be able to work by themselves. Having previous experience with both Xero and Microsoft Excel is preferred but ongoing training and development will be provided.

As the accounting assistant, you will provide high-quality support across the accounts and finance team, assisting with a range of administrative and financial tasks to ensure the smooth running of our services. You'll be supporting the finance manager and working closely with other departments to process payments, maintain reports and manage invoices. Below are some of the duties you'll be required to cover:

- Produce, send, and manage invoices
- Update financial spreadsheets
- Bank Reconciliation
- Sales Ledger
- Purchase ledger
- Processing & management of Direct Debit systems
- Credit Control
- Dealing with customer queries
- Updating bank details and general financial admin
- Assisting the financial manager in creating financial reports and month end journals on a regular basis

Key Benefits

- On site gym.
- 33 days holiday (inclusive of bank holidays).
- A range of coffee shops & eateries on site.
- Pool table *(…if you're feeling competitive!)*
- Early finish Friday (…*because we want your weekend to be a real break – you shouldn't take work home with you*).

Additional Detail

- Workplace pension scheme.
- Full-time hours (8.45am – 4.45pm Monday – Thursday & 8.45am -3.45pm Fridays).

Ongoing training and development will be provided.