

FINANCE ASSISTANT

ILKLEY

We are seeking a highly motivated and enthusiastic Finance Assistant to support the Finance team based at our Ilkley office on a part time, permanent basis, working four days per week.

The successful candidate will be well organised, a team player, able to prioritise their work and have excellent communication skills. They will have experience working in a finance environment and process a good working knowledge of IT packages including Outlook, Excel, Word and Sage 200.

Key responsibilities:

- Day to day processing / data input on Sage 200 for both sales and purchase ledgers;
- Bank reconciliations / posting receipts and payments onto Sage 200;
- Processing expenses and petty cash;
- Credit card reconciliation;
- Creating and maintaining spreadsheets / performing reconciliation work;
- Posting journals onto Sage 200;
- Supporting fellow team members in the day to day running of the Finance department;
- Supporting the Finance Manager and Finance Director as they require;
- Any other ad-hoc tasks as directed.

What we're looking for:

- 2 years working in a Finance department;
- High level of Microsoft skills and working knowledge of Sage 200;
- Attention to detail and accuracy;
- Demonstrate a positive and committed attitude;
- Ability to work as part of a team and under own initiative;
- Excellent communication skills – verbal and written.

If you are interested in applying for this role, please send your CV to jobs@dacres.co.uk or by post to Human Resources, Dacre, Son & Hartley, Unit 1-5, The Grove, Ilkley, West Yorkshire LS29 9HS