



North Yorkshire **Finance Assistant** **£-Attractive**

I am working with a well-established Environmental Consultancy who has a fantastic opportunity for a Level 3 AAT apprentice to join a dynamic, growing company. The purpose of this role is to maintain an efficient purchase ledger ensuring all monies owed by the company are paid within the agreed payment terms. To support the finance team in maintaining an efficient and accurate finance function. Some of your responsibilities will include but not be limited to; Processing purchase invoices through the Xero accounting software; Reconciliation of supplier statements; Processing of credit card statements; Completion of end of month payment run for approval by Financial Controller; Monitoring of aged payables; Support with monitoring of purchase orders to ensure all suppliers invoice in a timely manner; Verification of supplier bank details in accordance with existing procedures; Support with preparation for end of year accounts/auditing; Support with processing bulk sales invoices; Support with the completion of all Finance admin tasks; Support with credit control ;Back-up to dealing with finance-related queries internally and externally. In order to be considered for this role you will be; confident and outgoing, comfortable and effective at all methods of communication. You will be proficient with Microsoft Office being particularly strong on Excel, and have a highly organised, conscientious approach with exceptional attention to detail. You will have the ability to prioritise, multi-task and manage time effectively in order to succeed in a fast-paced environment. You will work well in a team with a 'muck in' approach and positive, enthusiastic approach being flexible and highly resilient. You must have a strong work ethic with a determination to succeed. You will be qualified to level 2 AAT or equivalent and either be working towards, or have a desire to begin working towards your level 3.

**For full details, please email a copy of your CV to rebecca@Candovergreen.com
quoting job ref: RB2635**

