

Discovermore

Finance Assistant

Department: Finance

Hours per week: 37.5

Basis: Permanent

Job Purpose

To complete all transaction tasks for the accounts payable, accounts receivable and bank functions for our systems transactions. This will also include credit control and supplier payment tasks.

Key Responsibilities

- To use workflow to gain compliance authorisation for all supplier invoices/credit notes received
- To process all supplier invoices/credit notes through Tropos or Coda as per work stream
- To allocate all manual payments to the supplier file
- To assist in the preparation of Coda Payment proposals
- To assist with the reporting of all debtor balances on the Creditor ledger
- To reconcile supplier statements and resolve any unidentified items
- To liaise with managers/purchasing regarding goods which have not been booked in on Tropos
- To highlight to the Cost Accountant any significant variances relating to the purchase of stock items
- To generate and send out monthly customer statements
- To allocate receipts received from customers to appropriate customer account
- To produce any manual customer invoice/credit notes required timely and within full compliance
- Complete daily banking posting and weekly bank reconciliations
- Credit control duties
- Complete all accounts receivable postings through Tropos/Coda
- Management of all finance generic e-mail boxes

Knowledge, Experience & Skills Required

- Proficient user of Microsoft Office (Excel and Word)
- Proficient user in financial software
- Basic accounting knowledge
- Experience of working in a general Finance environment would be beneficial but not essential

If you are interested in this role, a job statement for this role is available on request.

Please send all applications to:
careers@allergytherapeutics.com

**Allergy
Therapeutics**