

Finance Assistant (Including Reception Duties)

Net Consulting are currently looking for a permanent Finance Assistant to join our Cardiff head office. The role will also include a limited amount of reception duties.

The main purpose of the role is to administer the day-to-day data inputting of Purchase Ledger items and general finance administration.

You will represent the company by providing a high level of customer service support to both internal / external visitors and clients, ensuring that all enquiries are dealt with professionally

Responsibilities

- Accurate and timely data entry of the Purchase Ledger
- Assisting with completion of Sales Ledger
- Assisting with Month End Tasks
- Assisting with the Administration of Purchase Orders
- Maintenance of the financial filing systems
- Manage the Reception Desk Area
- Answer the telephone in a professional manner ensuring that calls are dealt with promptly.
- Maintain the reception area in a clean and tidy condition.
- Assist with any other related responsibilities as and when required.
- Processing holiday / absence requests, including maintenance of the holiday calendar and absence log
- Updating standard travel expenses rates annually in-line with HMRC changes
- Processing expense requests
- Updating and maintaining the invoice and purchase order logs

Person Specification

- High level communication skills; face to face and via the telephone
- Ability to negotiate and liaise effectively with all customers both internal and external e.g. visitors
- Ability to maintain accurate records
- High attention to detail
- Ability to use IT systems for accessing and inputting information
- High standards of professionalism, integrity and confidentiality

Company Benefits

- Competitive Salary
- Workplace Benefits: Contributory Pension Scheme, Private Medical Insurance, Life Assurance, Critical Illness Cover, Health & Wellbeing
- 25 Days' Annual Leave (in addition to Bank Holidays)
- Performance Bonuses (Personal & Company)
- Excellent Career Progression Opportunities

