

Finance Assistant

Danesmoor Group

Overview:

Danesmoor Group is a market leader, specialising in the design, manufacture, and distribution of KBB products. A B2B supply chain is supported with established trade brands. Product development, innovation and exceptional customer service, continue to be the driving force behind the business.

This is an exciting time to be joining a Finance team in a successful and growing organisation. You will provide the Purchase Ledger and Credit Controller functions for a division of Danesmoor Group to improve processes wherever practicable.

Responsibilities:

- To accurately process purchase invoices
- Responsible for payment runs and proforma payments
- Supplier statement reconciliations
- Creating new supplier accounts
- Administrator for company credit cards and fuel cards
- Proactive management of debtors accounts
- Ensure accurate and timely processing of customer payments to account
- Processing reminders and final demand notifications within company deadlines
- Resolving queries in a timely manner
- Liaising with key internal and external stakeholders
- Other ad hoc duties as required

Essential Skills and Experience:

- Experience in Finance function
- Proficient in Microsoft Office – especially Excel
- Experience in credit control
- Confidence and the ability to work as part of a team but also independently
- The ability to prioritise, adapt and use own initiative in a busy working environment
- Excellent communication and interpersonal skills
- Good telephone manner

Desired Skills and Experience:

- Strong administrative experience
- Full clean UK driving license

Job Type: Full time, permanent