

Job Advert

Finance Admin Assistant

Reference: FAA01

Vacancy Details

Job: Finance/Admin Assistant

Term: Part Time (3-4 days per week), Permanent

Location: Cumnock, Ayrshire.

Salary: £19.5-21.5k (pro rata)

Closing date: 21st September 2020

We require an enthusiastic and determined individual to enhance the finance team following a period of sustained growth for the Wee House Company.

Reporting to the Finance Manager, this is an ideal opportunity for a finance and admin. assistant looking to work for an ambitious company in a friendly and flexible working environment.

Essential Skills and Experience

- Excellent communication skills, both written and verbal
- Standard Grade/National 5 English and Maths, competent with MS Office and Outlook
- The ability to work both independently and as part of a team
- Being organised, with great attention to detail and the ability to work to deadlines
- Minimum 2 years' experience in a similar role
- Experience of cloud-based accounting, SAGE 50 or equivalent
- At least one years' experience of payroll processing
- Full UK driving licence

Desirable skills and experience:

- HND/HNC Accounts, Business or Administration
- Minimum 2 years' experience of a similar role within the construction industry
- Experience of quality management systems ISO 9001, BOPAS

The role will involve but not be limited to:

- Working as part of a small team, checking and processing supplier invoices against purchase orders
- Preparing and sending remittances to suppliers after payment runs
- Preparation of monthly CIS statements to all subcontractors
- Processing employee expense claims
- Processing company credit card statements
- Updating time records on weekly basis from timesheets submitted
- Payroll processing monthly including maintenance of all payroll records
- Other general accounts and admin tasks as required

Benefits

- Company Pension Scheme
- Friendly and Flexible working environment
- Flexibility over hours and days worked
- Opportunity to learn new skills and take on extra responsibilities, if desired as business grows

To apply for this role, please send your CV and covering letter to:
enquiries@theweehousecompany.co.uk