

Title of Post:

Finance Assistant

Responsible to:

Finance Manager

Key Duties and Responsibilities

Responsibilities and duties to include:-

- Processing of all aspects of Payroll including salaries, overtime and sickness
- Reconciliation of online rota to individual employee timesheets
- Wage analysis reporting
- Administration of pension scheme and contributions
- Maintenance of purchase ledger account and reconciliations including data entry, payments and supplier queries
- Bank and petty cash reconciliation and management
- Maintain the sales ledger account including the raising of sales invoices and credit notes, reconciliation of customer accounts and remittances
- Maintain both paper based and computerised financial records
- Assist in the preparation of 4 weekly Management Information
- Internal Audits of Financial procedures within the organisation
- Any other ad hoc duties as required by the department

Qualifications and skills:

Computer literate with excellent knowledge of Microsoft Office applications

Experience of Sage 50 accounting software

Working knowledge of pension management and auto enrolment

Accuracy, attention to detail and excellent numeracy skills

Able to build and maintain effective internal and external relationships

Excellent communication skills

Proactive and solution based attitude

Adhere to and embrace the Companies values and behaviours

The successful candidate will have the ability to work autonomously, be calm under pressure and be able to prioritise workload to meet deadlines.

They must also have a willingness to adapt and respond to the changing and varied needs of the business.

Hours: Full-time 9am – 5pm Monday – Friday
(flexible/part-time working hours would be considered)

Salary negotiable depending on experience.

Apply in writing enclosing current Curriculum Vitae to:
HR Department, Common Thread Limited,
Benreay, 10 Dumfries Road,
Lockerbie,
DG11 2EF.



Key Competencies:

The following competencies are required of this position and will be subject to monitoring in the staff support and supervision process:

Achieving the Task

The ability to organise workload through efficient use of time, while appropriately completing the activities and requirements of the post, setting targets and achieving them is essential. A sensible approach to the delegation of tasks where appropriate will also be required.

IT Skills

Excellent IT skills are required of this post, preferably on Apple systems. A good working knowledge of Microsoft Excel and Word are also an essential requirement as is the ability to adapt to new software.

Communication Skills

The ability to communicate with team members at all levels

Team Work and Cooperation

A commitment to work co-operatively as part of a team at all times, in terms of practice, communication and professional conduct.

Experience

Be able to demonstrate a good understanding of HR systems and processes and have overall awareness of associated legislation.

Reports

Have the ability to maintain records and report on data/management information. Have an understanding of HR related management information and easily produce meaningful reports.

Other Key Skills

An absolute attention to detail is essential as is excellent organisational and administrative skills. There is a need to be motivated and to be able to work with initiative as well as in collaboration with others.

All team members are required to commit to Common Thread Values and Behaviours Framework which are communicated separately.

Hours: Full-time 9am – 5pm Monday – Friday
(flexible/part-time working hours would be considered)

Salary negotiable depending on experience.

Apply in writing enclosing current Curriculum Vitae to:
HR Department, Common Thread Limited,
Benreay, 10 Dumfries Road,
Lockerbie,
DG11 2EF.

