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Finance Assistant

Description

Join Our Team as a Finance Assistant!

Are you an outgoing, sociable, detail-oriented, organised individual with a passion for finance? Do you thrive in a dynamic environment where teamwork, efficiency, and communication are key? If so, we want you on our team at Laser Wire Solutions (LWS)!

What You'll Do:

As a Finance Assistant, you'll be a vital part of our Finance team, ensuring the smooth running of daily operations:

- Work with people from all departments, ensuring financial processes are followed.
- Manage and reconcile purchase invoices, supplier statements and employee expenses,
- Handle routine supplier inquiries with proficiency in multi-currency transactions,
- Prepare and submit monthly payment runs, ensuring accuracy and timeliness,
- Assist in preparing reports and analysing data to support our finance department.

What We Value:

- **People person:** We value collaboration and interaction as priority in our employees
- **Attention to Detail:** Precision in managing financial data and tasks,
- **Strong Interpersonal Skills:** Effective communication and collaboration across departments,
- **Problem-solving:** Ability to take ownership of tasks and find solutions,
- **Efficiency and Speed:** Deliver high-quality work within specified timelines and embrace change,
- **Responsibility:** Take responsibility for meeting regulatory and company standards,
- **Teamwork:** Foster good collaboration and support colleagues,
- **Authenticity:** Be genuine and transparent in fulfilling your responsibilities.

Ideal Candidate:

- Likes an office based role, working with colleagues on varied assignments.
- Great with people – we are looking for someone who thrives in social situations.
- Degree level or equivalent in relevant area, e.g., finance, accounting, etc,
- Proven success and experience in a similar role,

Hiring organization

Laser Wire Solutions

Employment Type

Full-time

Beginning of employment

ASAP

Duration of employment

Permanent

Industry

Manufacturing

Job Location

CF37 5YR

Working Hours

37 hours per week

Base Salary

£ 23,000 to 32,000 with opportunities of growth

Date posted

June 20, 2024

Valid through

13.09.2024

- Understanding of accounting principles and concepts,
- Proficiency with finance software packages, MRP software packages (e.g. Factory Master), and Excel,
- Experience dealing with suppliers and handling inquiries,
- Commitment to continual improvement of finance processes.

Why Join Us:

- Be part of a company that values teamwork, adaptability, and customer focus,
- Engage in a supportive environment with opportunities for professional growth,
- Contribute to a company that prioritises its people and encourages innovation.

Apply Today!

If you embody these characteristics and are ready to contribute to a fast-paced, customer-focused environment, apply now to join our dedicated finance team.