

Finance Assistant



Leeds, West Yorkshire | Hybrid
£25,000–£28,000

We are looking to appoint a Finance Assistant to support our current team. Working closely with senior finance leadership, this role will focus on providing assistance with the management accounts process and acting as escalation in relation to sales and purchase ledgers.

Key Responsibilities

- All aspects of credit control
- Weekly and monthly bank reconciliations
- Monthly credit card reconciliation
- Purchase ledger
- Preparation of monthly supplier statements
- Liaising with customers for billing, sales invoices and response to queries raised
- Adherence to service level agreements

About You

- Experience of Xero (preferable)
- Previous experience in a similar role
- Great attention to detail and organisational skills
- Excellent communication skills
- Previous experience of CRM systems
- Experience of MS Office Suite – specifically MS Excel
- Experience of Sage 50 Accounts (desirable)
- Maths and English A-C at GCSE level or higher



What's On Offer

- Salary - £25,000 to £28,000 depending on experience
- Hybrid working (3–4 days in the office)
- Growing business with strong leadership and clear direction
- Opportunity to shape and modernise finance operations

