

# VACANCY

Position: **FINANCE ASSISTANT**  
Contract: **Fixed Term for 12 months**  
Location: **Renfrew**

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## **Responsibilities**

- Banking processes and journal creation
- Bank reconciliations
- Processing BACS payments
- Credit card analysis and journal creation
- Expenses analysis and journal creation
- Assist with weekly/monthly sales invoices
- Assist Management Accountant with Month End
- Processing of purchase orders
- Processing accounts payable invoices
- Monthly supplier reconciliations
- Assist with weekly KPI information.
- Ad Hoc duties

## **Experience, Knowledge, Qualifications required.**

- Excel skills and proficient in MS Office
- Strong Numerical and Analytical skills
- Thorough approach, placing importance on accuracy and attention to detail.
- An excellent communicator
- Able to work effectively under pressure.

To apply, please submit a CV to [hr@hbandc.co.uk](mailto:hr@hbandc.co.uk) by **6 September 2024**.

We are committed to equity, diversity, and inclusion and encourage applications from all backgrounds and communities. We are more than happy to discuss any reasonable adjustments that you may require.