

## Job Description

**Designation:** Finance & Administrative Assistant

**Salary:** £19,000 - £22,000 dependant on experience

**Location:** Based in Hove office

We are looking to appoint a Finance & Administrative Assistant to work within our small finance team here at Public-i. This role would suit someone wishing to start or continue their career in bookkeeping. Full on-the-job training will be given to develop your skills across all areas of the accounting function and AAT training will be considered after one year if deemed necessary for your role to progress.

### **Main Duties and Tasks (this is not an exhaustive list):**

- Sales ledger – raising invoices, credit control
- Purchase ledger – raising invoices and credit notes, carrying out supplier statement reconciliations, payment runs and resolving any supplier queries
- Nominal ledger - posting bank and other nominal ledger entries
- Processing credit card expenses and reconciling bank statements
- General office duties – answering the Switchboard and Accounts phone lines, opening & distributing post, maintaining Petty Cash
- Liaising with our warehouse staff to keep record of hardware delivered to the office

### **What we are looking for:**

- Excellent numeracy skills and attention to detail
- Good working knowledge of Microsoft Office applications (Excel, Word)
- Ability to work under pressure and maintain accuracy
- A good communicator with a personable character
- Strong academic results in Maths and English and/or a Level 2 AAT Qualification are desirable, but not essential
- First and foremost, we need someone who is enthusiastic and willing to learn