



Finance Assistant

Full time - Job description

About the role

We are looking for a Finance Assistant to join our internal finance department. This person will work closely with the Senior Finance Assistant, as well as the Credit Controller and Purchase Ledger Clerk so this is a well-rounded and varied role for someone looking to gain experience and opportunities within internal finance.

Is GE right for you?

A dynamic and evolving organisation which puts individuals at the heart of its business. We provide exciting opportunities across our firm, enabling our team to achieve new heights in their career. Here you will be challenged, supported and most importantly heard, enabling you to develop your skills and grow professionally and personally.

You will receive hands on training, personal development and support from leading and seasoned practitioners, partners and experts in their field, enabling you to quickly grow your knowledge and expertise and excel in your chosen career.

How we give back

To ensure our employees know how much we value their hard work, we offer an extensive benefits and perks package. Our package covers your lifestyle, health and wellbeing, development and finances. How about an additional day off to celebrate your birthday? Or utilising our in-house mentoring scheme? And access to our Work Life Well platform? These and many more perks are included in your GE employee benefits pack. To see the full list, [click here](#).



What will the role entail?

Responsibilities

- Daily bank reconciliations in Twinfield
- Daily banking duties as follows:
 - Post daily transactions from online banking system into Twinfield
 - Maintain and reconcile the cashbook
 - Distribute the daily banking report to partners and managers
- Produce and distribute monthly WIP report to partners and managers
- Produce the monthly Aged Debt report
- Assist the Credit Controller in dealing with client credit balances and payment reconciliations
- Assist the Purchase Ledger Clerk with the weekly payment run
- Assist with the distribution of VAT invoices to clients, upon receipt of payment
- Ensure all staff timesheets are completed and posted on time and correctly
- Dealing with ad-hoc report requests and data analysis, as and when required
- Acting as cover for other team members during busy periods or periods of absence

Requirements

- A genuine interest in finance and accounting
- Finance based qualification (e.g. fully or part qualified AAT)
- Previous experience in an internal finance role, ideally covering sales and purchase ledger
- Good numeracy skills and understanding of accounting concepts
- Excellent attention to detail and organisational skills
- Advanced Microsoft Excel skills, including experience with VLOOKUP and SUMIF formulas
- Good communication skills, both verbal and written
- Flexibility to assist with any ad-hoc duties, as required by the management team
- Ability to use your own initiative and be able to self-manage your workload

Want to learn more about life at GE?

Use the QR code below to hear what our team have to say.

