



**Finance Assistant
Reporting to AP & AR Assistant
Supervisor**

Job Profile

The Finance Assistant is a key member of the Finance Team for the City Building Group, comprising City Building (Glasgow) LLP and City Building (Contracts) LLP.

The role reports directly to the AP & AR Assistant Supervisor and your team is responsible for the processing of all supplier invoices and the generation of customer sales invoices.

Key responsibilities include:

- Processing supplier invoices for payment per required payment terms.
- Flagging and clarifying any unusual item, prices or invoices.
- Ensuring banking information held on our SAP finance system match supplier invoice details.
- Working with our suppliers to ensure their accounts are up to date.
- Raising sales invoices/ credit notes accurately and with the correct coding.
- Raising and signing off external job lines.
- Liaising with operational teams regarding billing requirements, accepting payments and reconciling payments received against invoices raised.
- Maintaining accurate records appertaining to sales invoices raised.
- Checking and the authorisation of creditor payment batches.
- Assist in the escalation of supplier and customer queries to ensure that they are dealt with effectively.
- Seek to improve processes and systems whilst generating efficiencies.
- Working closely with operational managers to improve processes and assist as required.
- Engagement with the other finance teams to ensure compliance with accounting requirements.

Personal Profile

You will have experience of working in a busy finance team and be accustomed to working to tight deadlines. You will have a positive approach to work and have a high degree of numerical accuracy and good attention to detail. Excellent interpersonal and communication skills are essential. Experience in using Excel and Word is essential.

You will be required to have a flexible approach to this role and in your contribution to the success of the business.

Salary & Conditions

The annual salary range is £25,197 to £27,009 plus an excellent defined benefit pension scheme. Your contracted hours of work will be 36 per week to be worked to suit the needs of the business. You will operate at all times within the framework of the terms and conditions and with due regard to all Health Safety and welfare legislation.