

STAGE ONE

FINANCE ASSISTANT



**You may not have heard of Stage One, but we can guarantee you will have seen our work.**

From the set of the TV show The Voice, to the Mercury Music Prize stage and even the 2012 Olympic Cauldron we produce work that is seen all over the world.

**We are a creative construction and manufacturing company and are responsible for delivering some of the most iconic projects in recent times.**

We are a multi-disciplined manufacturing facility spread over 12,000Sqm of estate with four manufacturing and storage facilities, engineering, fabrication, woodwork, finishing and a specialist manufacturing facility.

**The Finance Assistant is responsible for processing and maintaining purchase ledger records and providing financial administrative support to the finance team.**

DETAILS OF THE ROLE

<b>SALARY</b>	Up to £22,500 per annum
<b>HOURS OF WORK</b>	Monday- Friday, 09:00 – 17:00
<b>LOCATION</b>	Based at Tockwith, near York

## ABOUT THE ROLE

---

The Finance Assistant will be responsible for processing invoices, assisting with cash management, and bank reconciliation as well as dealing with any invoice queries. Accuracy and attention to detail are key within this in this role.

### Key Responsibilities:

- Scanning Delivery Notes
- Checking and dealing with invoices via email
- Checking Invoices to our internal system (Price & Qty)
- Dealing with invoice queries
- Batch posting of Invoices via our internal system and via Sage
- Bar Coding invoices & uploading to Sage
- Updating Cashflow for Freelancers weekly
- Updating Cashbook Payments to Sage
- Dealing with Freelancer and supplier Payment run
- Updating Cashflow
- Period End Procedure
- Statement Reconciliation

## PERSON SPECIFICATION

---

### **QUALIFICATIONS**

ESSENTIAL – A general education to include 5 GCSE passes at Grade C or above (including Maths and English), or an equivalent educational qualification, or relevant experience.

### **KNOWLEDGE**

DESIRABLE – Previous knowledge of Sage.

### **PERSONAL ATTRIBUTES**

ESSENTIAL

- Positive attitude to work, drive, enthusiasm, and commitment.
- Ability to remain calm when under pressure.
- Strong attention to detail.
- Have a flexible approach to working hours, so that these can be arranged to meet the needs of the business, particularly during busy periods of the year.
- Willingness to undertake relevant training as appropriate.
- Enthusiasm to support other areas of the department as required.

## **SKILLS, EXPERIENCE, ABILITIES & COMPETENCIES**

### ESSENTIAL

- Previous experience in a Purchase Ledger role.
- Proficient at using Microsoft Office applications.
- Excellent written and verbal communication skills.
- Strong attention to detail.
- Experience of multi-tasking in a busy and varied environment
- Proactive, organised and methodical approach to work
- Ability to communicate effectively with a wide range of people, both verbally and in written communication
- Ability to effectively organise and prioritise own work and follow procedures in order to produce work to a high standard, to required deadlines

**INTERESTED?**  
**IF YOU WOULD LIKE TO APPLY,**  
PLEASE SEND YOUR CV AND  
COVERING LETTER TO  
**RECRUITMENT@STAGEONE.CO.UK**