



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

From the set of TV show The Voice, to the Eurovision Song Contest stage, and even the set for Ed Sheeran's Mathematics Tour and 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 manufacturer spread over 12,000sqm of estate, with four facilities that house engineering, fabrication, woodwork, finishing and specialist manufacturing.



# Finance Assistant

## The Role:

The Finance Assistant is responsible for processing and maintaining purchase ledger records and providing financial administrative support to the finance team. They will process invoices, assist with cash management, and bank reconciliation as well as deal with any invoice queries. Accuracy and attention to detail are key within this in this role.

### → **Salary:**

Up to £24,500 (dependent on experience)

### → **Hours of Work:**

09:00 – 17:00, Monday – Friday, with overtime as required

### → **Location:**

Tockwith, York, & Site Work Worldwide



# Finance Assistant

## 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.

## 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.



# Person Specification [ CONTINUED ]

## Skills, Experience, Abilities & Competencies:

### ESSENTIAL:

- Previous experience in a Purchase Ledger role.
- Proficient at using Microsoft Office applications.
- Excellent written and verbal communication skills.
- 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.

### DESIRABLE:

- Previous knowledge of Sage.



STAGE ONE

# Interested?

If you would like to apply,  
please send your CV and covering letter to  
[recruitment@stageone.co.uk](mailto:recruitment@stageone.co.uk)