

## Job Description

### Finance Assistant

**Job Type:** Full Time, permanent (40 hrs per week)

**Location:** Northside Graphics, Dargan Crescent

**Salary:** £25-30k

#### About Us:

Established in 1988, Northside Graphics (incorporating DigitalPrinting.co.uk) is now recognised as the oldest and largest Digital Printing company within Northern Ireland. Having established our online presence in 2013 we are now regarded as being one of the leading online suppliers of Digital Print across the UK and Ireland. We were awarded **Company of the Year at the 2023 PrintWeek Awards**.

#### Job Purpose

The Finance Assistant will join and be part of a team of three who support the Senior Management Team through the accurate and timely processing of sales and purchase ledger, issuing purchase orders, processing monthly payroll, updating monthly reports, undertaking bank reconciliations and credit control.

#### Summary of main tasks and responsibilities

- To assist in accurately maintaining the computerised Purchase and Sales Ledgers
- To assist with purchasing, raising purchase orders as well as liaising with suppliers
- To undertake multi-currency bank reconciliations, ensuring correct allocation to customer and supplier accounts
- Lead an efficient and effective Credit Control function
- Support Operations on Stock Management
- Assisting with the production of monthly management and financial reports
- General administrative duties to assist Senior Management, the Sales team and the general smooth running of the business
- Ensure all work is carried out in line with the company's strive for continuous improvement
- Any other reasonable duties at the request of Management

#### Key Requirements

- 5 GCSE's or equivalent at pass level including Maths and English
- At least 5 years' experience working in a fast pace dynamic finance team
- Minimum of 2 years' experience in Purchase Ledger / Sales Ledger
- Excellent MS Office skills including Excel and Word.
- Experience using Management Information and ERP systems, with an interest in learning new technologies

- Strong numerical skills with high attention to detail and accuracy.
- Ability to manage own workload and plan around annual leave to ensure all work is covered in absence. Experience of working towards deadlines and multi-tasking.

#### **Desirable Criteria**

- Studying towards an Accounting Qualification or P/T qualified Accountant
- Experience of end to end payroll processing
- Experience working with Opera accounts system or Accura MIS

#### **Skills:**

A Finance Assistant is expected to bring with them the following skills and a willingness to develop them further:

**High Attention to Detail** – Maintaining accurate records within the Finance Team

**Communication Skills** – Building relationships is fundamental to delivering our services.

**Organisational Skills**- The ability to manage your own workload and to work to team and project deadlines.

**Teamwork and Cooperation**- The ability to be flexible, cooperative, and willing to work extra hours as required to meet customer requirements.

***This job description is a general outline of each post as Northside Graphics currently perceives it. It is not intended to be restrictive or definitive. Each staff member will have an individual work plan agreed with them following their appointment to the post.***

***Northside Graphics is an Equal Opportunity Employer***