

Bee Happy Recruitment

<https://www.beehappyrecruitment.co.uk/jobs/finance-assistant/>

Finance Assistant

Description

Bee Happy Recruitment are pleased to be working with our esteemed client in the Fareham area who are seeking a Finance Assistant for their business.

Pay: £27,000.00 per year

Role Overview

This is a hands-on finance role supporting the group management accountant for two companies. The Finance Assistant will be responsible for managing supplier payments, debtor reporting, bank reconciliations, and maintaining accurate financial records. This position requires precision, initiative, and the ability to work cross-functionally within a fast-paced trading environment.

Key Responsibilities

Supplier Payments (AP): Plan and process weekly supplier payments, prioritise based on urgency, and manage daily Bond W5 payments.

Debtor Reporting (AR): Maintain and report on debtor accounts; support credit control and lead weekly debtors meetings.

Bank Reconciliation: Reconcile multiple business accounts daily and investigate variances promptly.

Cashflow Management: Maintain rolling cashflow forecasts to support payment planning and financial visibility.

Invoice Posting & PO Management: Post invoices accurately, match to purchase orders, and close completed transactions.

Account Reconciliation: Reconcile supplier and customer accounts, resolving discrepancies and supporting audit readiness.

Internal Communication: Respond to finance-related queries via phone and email; coordinate with internal teams and external partners.

Reporting: Produce weekly aged debt, aged creditor and ad hoc finance reports for senior management.

Account Setup: Create and maintain accurate supplier and customer records following due diligence checks.

General Support: Contribute to finance meetings, audits, and internal projects as required.

Skills and Experience

Essential

2+ years in a finance, accounts payable or bookkeeping role

Proficient with Excel; confident handling numerical data

Experience using Sage (or similar accounting software)

Strong communication and organisation skills

Desirable

Knowledge of the travel retail or bonded warehouse sector

AAT qualified or working towards accreditation

Hiring organization

Bee Happy Recruitment

Employment Type

Full-time

Duration of employment

Permanent

Job Location

Fareham

Date posted

May 23, 2025