

## **Job Description – Finance and Administration Assistant**

### **Key Tasks**

Posting Financial Information to Sage 50:

- Raising sales invoices and recording sales receipts.
- Raising purchase orders
- Posting purchase invoice to ledger.
- Reconciliation of purchase ledger to supplier statements.
- Posting stock allocation to projects

Recording weekly timesheets and expenses to projects

Maintenance of holiday register.

Administrating incoming and outgoing post.

Answering the telephone

General filing of delivery notes/invoices/timesheets etc.

Supporting the Finance Manager.

### **Key Personal Attributes**

- Experience in Sage 50, Excel, Word & Outlook, however full training will be given.
- Experience of working in an office environment.
- Good communication skills.
- Excellent telephone manner.
- Organised & methodical approach to record keeping and reporting.
- Attention to detail.
- Enthusiastic & hard working.
- Honesty & discretion when handling confidential financial information.

### **Details of Employment**

The job is based at MAKAR's offices at Torbreck on the outskirts of Inverness.

Salary £12 - £15k per annum dependent on qualifications and experience.

Holidays 30 days including public holidays.

Hours 8.30am – 5.00pm Monday to Friday.