

Junior Finance Assistant

Location(s): Wakefield

Due to business expansion an exciting opportunity has arisen for a Junior Finance Assistant to support the finance team.

The pure technology group is a leading provider of technology services and solutions to SME, corporate and public sectors. Technology is designed to match customer strategy: cloud, hybrid, on-premise, mobile from DataCentre to Device. Investment in the talent, skill and dedication of our people translates universally into exemplary customer service; on time, every time, all of the time.

This is an opportunity to join a successful company at the right time, ahead of further growth.

Responsibilities for the role include:

- To provide administrative support to the Finance team;
- Dealing with all purchase invoices, including posting on relevant systems and forwarding queries as appropriate;
- Reconciliation of bank statements and supplier statements;
- Management of internal stock requirements
- To provide reception duties for the site;
- To deal with incoming communications paying attention to customer care;
- To participate in training and self-development.

To be considered for the role you must have:

- Accounting knowledge , including purchase ledger and sales ledger procedures;
- Excellent communications skills;
- A desire to achieve set goals and be self-motivated;
- The ability to work on own initiative as well as within a team environment;
- The ability to multi-task;
- Previous experience in a customer focused environment.

Benefits Include:

- Excellent salary;
- Leading bonus plan and/or profit share;
- Full benefits package including personal development plan;
- Funded training and accreditation;
- Fantastic work environment.

If you're seeking an exciting and challenging role where you can use your skills and learn new ones, whilst influencing the success of growing business then please send your CV together with details of salary expectation to: careers@tptg.co.uk

Further information on the pure technology group can be found at www.tptg.co.uk

The pure technology group are an equal opportunities employer and welcome applications from all sectors of the community.