

HICKORY

Job Title: Finance Assistant

Permanent position: Full-time, but part time applications will be considered

Salary: £21,000+ dependent on experience

Holidays: 28 days plus birthday off

Purpose of the role

Hickory is seeking an experienced Finance Assistant to join our diverse team, based at our Edinburgh office.

Hickory is a dynamic, exciting, and forwarding-thinking company which delivers leading-edge food & drink experiences at incredible venues across Edinburgh and beyond.

This is a new position, reporting into the Finance Manager, assisting in the busy and expanding finance function. In return you will be part of an amazing team working for a SME at a time of great expansion, with an amazing bunch of colleagues (we'll we think so!) with personal and professional development opportunities.

KEY RESPONSIBILITIES

- Processing purchase invoices & matching to purchase orders
- Processing staff expenses
- Assisting with debtor control
- Processing sales ledger
- Job costing analysis
- Reconciling cash sheets
- Processing weekly payroll payments through the bank
- Supplier statement reconciliation
- Supplier queries
- Processing supplier payment runs
- Other finance tasks & admin as required

SKILLS AND CAPABILITIES

- A person with a keen eye for detail, who appreciates the confidentiality that comes with the role and is professional as a pre-requisite
- A team player as much as they are comfortable working on their own initiative
- Be a quick learner, with a friendly and positive attitude
- Good IT skills and a knowledge of Microsoft Office and Xero would be advantageous, although not essential, as training will be provided
- Confident in verbal and written communication