

# HICKORY

**Job Title:** Finance Assistant  
**Contract Type:** Full Time / Permanent  
**Reports to:** Head of Finance  
**Location:** West End, Edinburgh  
**Salary:** Depending on experience  
**Benefits:** Enhanced benefit package flexible to suit the needs of our team  
28 days holiday, plus an extra day of annual leave on your birthday

## The Role

Hickory is seeking an experienced Finance Assistant to join our diverse team in a fast-paced environment, based at our office at the West End. This role is varied, and main duties will be:

- Processing purchase invoices & matching to purchase orders
- Processing staff expenses
- Processing sales ledger and assisting with debtor control
- Job costing analysis
- Reconciling cash sheets
- Processing weekly payroll payments through the bank
- Processing payment runs, statement reconciliation and dealing with supplier queries
- Ad hoc finance related tasks

## Skills & Capabilities

- Someone with a keen eye for detail, who appreciates the confidentiality that comes with the role and is professional is a pre-requisite.
- Team player but also comfortable working on their own initiative
- Be a quick learner, with a friendly and positive attitude
- Have 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

## About Hickory

We deliver showstopping food and drink experiences in incredible venues, locations and sites across Scotland, developing lasting partnerships. Our values are embedded in our teams, instilled in our business and vital to our customers. Rooted in respect for our people, the places we work and our planet, we are driven to deliver the very best service we can for our customers.

That's how we operate, but our real motivation for what we do is the food, drink and amazing experiences we create for our customers. Our team are always on the lookout for local, seasonal, produce that inspires them to develop innovative and exciting menus and drinks lists.

Working for Hickory, you will join an award-winning team with a focus on quality in everything we do. We're passionate about training, learning, and developing our future stars, innovation and leadership from within. We aim to promote a culture of respect throughout the food, drink and events industry and to ensure 5\* service, and product quality is delivered to our customers at every touch point.

We focus on quality, and we know that to attract a quality team we must look after our own, so we have created an enhanced benefit package that's flexible to suit the needs of our team.

# HICKORY

## The Hickory Way – Our Values

**Bold** - we make creative choices that inspire innovative opportunities for our clients, our teams and the industry. We own our choices, and they make us stand out from the crowd.

**Genuine** - we operate with decency; we are true to our word and build authentic relationships and experiences.

**Respect** - we treat others how we'd like to be treated ourselves. We have respect for our people, places and planet, and if we say we'll do it, we deliver it, exactly.

**Partnerships** - we take time to nurture relationships, collaborating in the most creative ways to find effective methods of delivering success.

**Excellence** - we go the extra mile to deliver on our commitment to quality work. Our training and development is second to none thanks to our all-encompassing quality system.