

October 2021



Part Time Finance & Administration Assistant



Summary

This is an exciting time to join ETS. We are working across disciplines to provide insights to our clients on their business challenges. We are looking for a Finance and Administration Assistant to support our ETS team and our clients.

Role requirements

As a Finance and Administration Assistant, you will be working with colleagues internally as well as our clients and suppliers externally, and responsible for the smooth running of most day-to-day finance activities. You will be able to demonstrate the following qualities and skills:

- Integrity and confidentiality
- Strong IT skills: confident with Microsoft Office, especially Excel and Outlook; knowledge of SharePoint and Teams would be useful
- Self-driven and organised
- Good telephone manner

Technical skills

The successful candidate will ideally have experience in the following areas or experience learning similar skills (training for all tasks will be provided):

- Sage 50 accounts package
- Purchase and sales ledger use
- Bank reconciliations including currency accounts
- Creating invoices and credit notes
- Credit control
- Credit card reconciliations
- General administration and support for the team
- Bank payment initiation
- Payroll
- Employee expenses management

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- Accruals and prepayments
 - Month-end reporting assistance

Location

Our Head Office is in Hersham, Surrey although this role will primarily be home-based with occasional travel to the office.

Contract terms

This will be a part-time employment contract (21 hours per week) with competitive salary and 20 days paid holiday per year, plus bank holidays.

Applications

If you are interested in this position and would like to join ETS, then please email a CV and covering letter for the attention of Brendan Hughes to:

accounts@etsplc.com

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