



Finance & Accounts Assistant

Hours: Monday to Friday - 8.30 to 5.00 - half hour for lunch

Currently the Finance Director has full and sole responsibility for all the finance and accountancy process and procedures within this busy tree and shrub nursery based in Potton, Bedfordshire. He is now looking for someone to work alongside him to assist with the finance and accounting activities of the company.

This would include but is not limited to:

Invoice processing, month end closure, credit control, cash book maintenance, bank reconciliation, petty cash management, liaising with third party providers, clients, and suppliers, general administration, as well as updating and maintaining procedural documentation.

IT literate with experience of using Microsoft packages especially excel and word is essential, along with some knowledge and experience of using SAGE200c or similar.

We are looking for a hard worker with a high level of accuracy, good analytical skills, and excellent communication skills at all levels, along with the ability to be discreet, diplomatic, reliable, and trustworthy.

This might suit someone who is QBE or working towards an accountancy certification.

A car is essential as the site is not serviced by any public transport.

In the first instance please email jobs@deepdale-trees.co.uk with CV and covering letter together with salary expectations