

Finance Assistant – Fixed Term Contract

We have an exciting opportunity to join RPMI in Darlington as part of the Finance on a fixed term contract until 30th June 2021.

The role will be to support the team in providing a controlled, efficient and effective accounting service.

Tasks will include completing general finance duties as directed such as:

- Reconciliation of all balance sheet accounts except cash including the investigation and resolution of all reconciling or unusual items.
- Reconcile bank accounts and to manage daily cash forecasts.
- Processing of any journals require to record transactions or clear control reports.
- Raise and distribute sales and contribution invoices and any other ad-hoc invoices required.
- Credit control and timely collection of monies in relation to all invoices.
- Ensure any payments needed to members, investment managers or other stakeholders are raised correctly and in a timely manner

The successful candidate will have experience working in a Finance environment and desirably be AAT qualified or working towards an AAT qualification.

You will be a strong communicator who has the ability to work effectively within a team and take ownership of tasks.

What we can offer you

A competitive salary range up to £23,000 (dependent on experience), 26 days holiday plus 8 days bank holiday.

Next steps

To apply for the role we require you to submit a copy of your CV at Internal.Recruitment@rpm.co.uk closing date for applications is 5pm Tuesday 6th October.