

**FINANCE ASSISTANT**

**Ref:AEL**

**£15,000 per Annum based on 17.5 hours per week**

**Flexible working option available**

Almond Enterprises Limited was formed in 2005 as a social enterprise company and is a wholly-owned subsidiary of Almond Housing Association Limited. We currently carry out a range of cleaning and environmental services across West Lothian for our parent company and a number of other commercial customers.

We are currently looking to recruit a Finance Assistant to join us. The main duties would include

|  |
| --- |
| * Processing of all sales and purchase invoices of the business, together with processing of all bank, cash and credit card transactions.
 |
| * To undertake the monthly payroll, ensuring all payments are made and relevant stakeholder are notified of deductions.
* Production of monthly, quarterly and annual accounts by reconciling key balance sheet accounts and relevant analysis.
 |

The successful applicant will have:

* Strong attention to detail
* Relevant finance experience
* Proven IT skills
* Team Player
* Ability to work on own initiative with minimal supervision
* Good communication skills

This is an exciting time to join us as we embark on a new phase in the organisation’s development. If you believe you have the experience and enthusiasm we are looking for, then we would like to hear from you.

For further details or to apply, please see our website at: [www.almondha.org.uk](http://www.almondha.org.uk)

All applications should be sent to: enquiries@almondha.org.uk

**Closing date: Tuesday 31 May 2022**