

**Join Our Team: Finance Assistant – (part time, 6month FTC)**

We have a great opportunity for someone seeking a part time Finance Assistant role supporting the daily running of our finance team on a 6 month fixed term contract.

Read on if you’d like to join us!

**The Opportunity:**

* A role within a **top 10 Global Animal Health player**, in a market delivering consistent year-on-year growth.
* Supporting the **financial activities within the UK and Ireland**.
* Enjoy **hybrid working** that ensures the perfect work-life balance.
* Work in a **stunning rural business park** in scenic Northamptonshire, complete with gym facilities, walking and running trails and on-site café.
* Bring your furry friend to our **dog-friendly office**!

**The Role:**

* Timely and accurate maintenance of the **purchase ledger**.
* Process staff **expenses** in line with the required checks and analysis.
* **Reconciliation of credit card transactions**, ensuring full compliance and addressing discrepancies.
* **Maintain integrity of the financial records** by conducting regular and accurate bank reconciliations.
* Management of debtors and creditors via overseeing **accounts payable and receivable processes**.
* Working closely with the Head of Finance & Risk in **coordinating with auditors**
* Actively contribute to fostering a strong **finance and risk management culture**, encouraging adherence to internal controls and processes.

**We Value:**

* Strong organisational skills, including a focus on deadlines
* High levels of accuracy and attention to detail
* Reliability and ownership
* Good working knowledge of IT and finance systems e.g. JD Edwards ERP tool
* Effective teamwork and collaboration

**Does this sound like you? Apply now** via email: uk\_humanresources@vetoquinol.com