

## Finance Assistant

<b>Salary</b>	£20-£23K + benefits, depending on experience
<b>Location</b>	Taunton, with the option to work from home for some of the week
<b>Job type</b>	Permanent, part-time
<b>Working hours</b>	20-30 hours Monday to Friday, hours to suit
<b>Start date</b>	ASAP

**Are you an enthusiastic Finance professional looking for the next challenge? Are you interested in working in a small team where the opportunities for you to get involved in a range of projects and work with a range of people are plentiful? If yes, we'd love to hear from you!**

At TRP Research Ltd, we combine our knowledge and expertise of the media industry with existing and primary data sources to create meaningful research for our clients, and our Finance team plays a core role in ensuring that we meet our business objectives by managing our costs and supporting revenue generation.

## ROLE DESCRIPTION

In this role, reporting to our Finance Director, you will be responsible for:

- Maintaining the Sales and Purchase Ledgers
- Raising Purchase Orders and client invoices
- Credit control
- Processing company expenses, bank and cash reconciliations
- Providing weekly and monthly reporting
- Coordinating office maintenance and repairs
- Other accounts / office duties as required

Ideally, you'll have previous Finance experience, but whatever your background, our in-house training and Development Scheme will support you in your career so what we're looking for from you is the enthusiasm and desire to learn and develop.

## SKILLS AND EXPERIENCE

We're looking for someone who has:

- Worked in a professional environment and with people of different levels within a business or organisation
- Previous accounting experience preferred
- Strong numeracy skills
- Client/customer service experience
- A good working knowledge of Microsoft Office programmes - including Outlook, Excel, Word, PowerPoint
- Good written and verbal communication skills
- Experience in planning, prioritising workloads and managing deadlines
- Experience of Xero desirable

## CHARACTERISTICS

We're looking for someone who:

- Has excellent attention to detail
- Enjoys routine tasks
- Is able to follow clear instructions and to use initiative when required
- Is enthusiastic and approachable
- Is conscientious
- Is comfortable working both with others and also on their own
- Is a quick learner
- Is proactive

## HOW TO APPLY

We do not accept CVs. To apply you will need to complete our application form which can be found at <https://trpresearch.com/people/careers/>. Please send your completed application form to [careers@trpresearch.com](mailto:careers@trpresearch.com) **Closing date** for applications is **Friday 25<sup>th</sup> February**.

TRP Research Ltd is an equal opportunities employer.

