

Finance Assistant

Based in Edinburgh

About Delta-ee

Delta-ee's mission is to help our clients successfully navigate the change from 'old energy' to 'new energy'. We provide bespoke consultancy and subscription research services which answer critical questions that impact our clients' businesses, and allow clients to access in-depth research in a specific knowledge area.

We always work in line with our company values. We are a *Happy and Motivated Team*, who are always *Doing the right thing* and *Fulfilling our potential*. Creating a great company culture and being a place that people love to work is very important to us; we are a collaborative, friendly team.

To find out more about what we do, our mission and values please visit www.delta-ee.com/aboutus.

The Opportunity

Delta-ee is seeking a part-time Finance Assistant to work alongside our Finance Manager in our Edinburgh office.

The successful candidate will have an excellent opportunity to:

- ▶ Become a key member of our team and help to support Delta-ee's finance activities
- ▶ Work in a stimulating, supportive and rewarding environment.

You will be responsible for:

- ▶ Maintaining sales ledger – issue customer invoices, match to purchase orders and update pipelines.
- ▶ Chasing overdue invoices within agreed timescales.
- ▶ Maintaining Purchase ledger – process supplier invoices.
- ▶ Cash expenses – process staff cash expenses.
- ▶ Credit card expenses – collation and processing of staff credit card expenses.
- ▶ Other finance processes as required.

Requirements and Qualifications

For this position, you will be able to demonstrate:

- ▶ 2+ years in a similar finance role
- ▶ Knowledge of Sage 50 preferable
- ▶ Experience of using Microsoft Office products

- ▶ Be capable of working to tight deadlines
- ▶ Ability to work unsupervised
- ▶ A mindset of self-responsibility
- ▶ An ability to work quickly while maintaining a high level of accuracy
- ▶ Excellent communication skills
- ▶ Flexibility and ability to multi-task

Salary and Benefits

We offer:

- ▶ Competitive salary based on experience and qualifications
- ▶ 33 days holiday a year (increasing with time served) including bank holidays
- ▶ A contributory pension scheme
- ▶ A profit-related bonus scheme
- ▶ A yearly company Away Day with activity and overnight stay
- ▶ Subsidised yoga, company Christmas party, regular social outings

Application

If you wish to apply, please do so as soon as possible (and no later than **30th April 2019**) by submitting your CV and a short covering letter (less than 250 words) via our careers page:

www.delta-ee.com/careers