



Finance Assistant (Purchase Ledger)
Monday to Friday: 25 hours/week
Hourly rate: £16,836 pro-rata
Closing Date: Midnight 24th May
Interview Date: Wednesday 12th June

We are currently looking for a hardworking, reliable person with excellent attention to detail to join our innovative forward thinking team at Frome Medical Centre.

Essential Qualifications:

- Standard Education including a minimum of 3 Grade C and above GCSE / O level passes, to include English Language
- 2-3 years commercial experience within an accounts department
- Experience in working with QuickBooks Online
- High standard of communication skills with a range of people: written, face to face and on the telephone
- High standard of organisation skills, be able to prioritise your own workload and work to deadlines
- Attention to detail

Responsibilities will include:

- Match purchase orders to invoices for quantity and price
- Process onto QuickBooks online using correct account allocation & department
- Send invoices out to relevant department for authorisation
- Reconcile supplier statements to ledger and deal with any discrepancies that may arise
- Deal with any queries raised by various departments/obtain quotes etc. for requisition purchase order requests
- Assist the Financial Controller with costings for annual budgets covering the Partnership and associated businesses for authorisation by Partners

To apply, please send your CV and covering letter or complete the official Frome Medical Practice application form and email to: somccg.frome.hr@nhs.net