



22 Gas Street,  
Birmingham B1 2JT  
0121 236 1060  
[clevercherry.com](http://clevercherry.com)

**Finance Assistant - Part-time 2/3 Days a week**  
**Flexible Hours**  
**Salary DOE**

### **The Agency**

We are an award winning, ever expanding, independent integrated agency with a great mix of accounts, both long standing and new.

We create outstanding work, and are continuing to win exciting new work with a number of regional and national brands.

We've a cracking office that's well positioned in central Birmingham, which is occupied by 20+ friendly, likeminded marketers.

### **Duties will include**

- All aspects of sales ledger
- All aspects of purchase ledger
- Credit Control
- Generating weekly & monthly statements for customers
- Reconciling accounts with queries using SAGE
- Posting payments & receipts
- Bank reconciliations
- Staff Expenses
- Petty Cash Reconciliations
- Assist with VAT returns
- Assist with the production of Management Accounts to trial balance
- Nominal Ledger reconciliations
- Journals and reports creation

### **Candidate**

A minimum of 3 years' experience working as a Finance Assistant  
AAT qualified or QBE Highly proficient in all aspects of SAGE 50 -  
Essential Excellent Excel skills Proficient in Microsoft Office  
Outlook and Word Excellent Communication skills

Please send applications to [julia@clevercherry.com](mailto:julia@clevercherry.com)