



FINANCE ASSISTANT

Weston Aviation is looking to recruit a Finance Assistant to join our Head Office team at Gloucestershire Airport. This is an exciting opportunity to join an expanding business aviation company in a newly created position.

Ideally with a minimum of 2 years' experience, this role would require you to carry out a full range of bookkeeping duties within a growing business aviation company. The Finance Assistant will work closely with colleagues across the Weston Aviation airport network, suppliers and customers in order to provide accurate, efficient and timely processing of various financial transactions.

Main roles and responsibilities include but are not limited to:

- Daily bank account reconciliations (using multiple currencies)
- Monthly petty cash reconciliations
- Posting purchase invoices
- Processing supplier payments and salaries
- Making monthly PAYE payments to HMRC
- Reconciling customer accounts
- Reconciling supplier accounts
- Debt collection and credit control
- Preparation of VAT return
- Ad hoc finance tasks may be required from time to time.
- Liaison between Management and Operational Departments
- Liaising with external accountants to aid in the preparation of monthly management accounts and year end statutory accounts
- Experience using Sage 50, Excel and Outlook is essential

Individual requirements:

- Hardworking and highly self-motivated
- Good communication and organisational skills
- Effective time management
- Strong, friendly team player with a good sense of humour

Hours: Monday to Friday 09:00 – 17:30.

This position offers an excellent remuneration package which will be discussed at interview.

To apply, please send your CV and a completed application form* to Becky Carver at recruitment@westonaviation.com

Please note: *Applications submitted without an application form will **NOT** be accepted. (These can be found on our Careers page. (If you have any issue downloading the form, please contact us).

Due to the volume of applications received, only candidates selected for interview will be contacted. If you do not hear from us by this date, then unfortunately your application has been unsuccessful, but we thank you for your application and interest.

All applications will be dealt with in the strictest confidence