**Finance Assistant**

Do you want to work for one of the largest residential developers in the UK and to have an opportunity to develop a successful career? This is your chance to join a fantastic team within Taylor Wimpey Logistics in Newmarket.

Taylor Wimpey Logistics provides plot-lotted products and scheduling services to the regional business units of Taylor Wimpey.

We are looking for a Finance Assistant with excellent communication skills written and oral, self-motivated and adaptable to join our team and report directly to the Finance Manager.

The successful candidate will supply administrative support to the business, in particular in relation to the sales ledger and credit control and assistance to the Finance Manager.

This is an exciting opportunity for an individual who is a decision-maker with good interpersonal skills, exceptional attention to detail and good time management.

**The Role:**

* Process invoices daily from previous day’s shipments
* Process Direct sales invoices – from purchase invoice, sales shipment, to sales invoice
* Ensure all sales invoices are raised correctly
* Allocate cash receipts
* Issue statements in pdf and excel format
* Maintain log of invoice queries
* Investigation of invoice queries and discussion with Customer Services on best response
* Chasing of overdue debts
* New suppler & customer creation & maintenance
* Bank and Balance sheet reconciliation
* Management of rebates sales invoiced and distribution of cash received
* Holiday cover for purchase ledger role
* Understanding of all processes within IT system to provide support and problem solutions
* Ad hoc assistance with projects as required

**The Person:**

* IT Literate, with particular emphasis on understanding how to use Excel in varying scenarios
* Working within a finance environment, therefore, knowledge of finance processes
* Ability to understand complex transactions
* Thoroughness & accuracy
* Fast and accurate typing skills
* Experience of reconciliation work
* Experience of dealing with customers and chasing for overdue debts

**In order to be successful in this role you must be able to prove eligibility to work in the UK.**

**The Company:**

Taylor Wimpey is a FTSE 100 business and one of the largest residential developers in the UK, building new homes and communities across England, Scotland and Wales.

Our vision is to become the UK’s leading residential developer for creating value and delivering quality. We build over 10,000 homes each year, from one-bedroom apartments to six-bedroom houses all across the country.

Our people are passionate about the house building industry and about our customers. Culturally we pride ourselves in having a diverse work force with an opportunity to grow a career in a variety of environments. We look to develop our people in the skills and areas they are most interested in so if you are looking to join a thriving company going through an exciting period then please get in touch.

If you wish to be considered for this role then please apply in writing to [caroline.blomfield@taylorwimpey.com](mailto:caroline.blomfield@taylorwimpey.com)

for the attention of Caroline Blomfield, Finance Manager**.**

**Closing date: Thursday 22nd October 2015**

**Internal applicants – please advise your Line Manager if applying for this role.**