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| **Vacancy:** | Finance Assistant |
| **Date:** | 23rd Dec 2019 |
| **Contract:** | Permanent – Part-time (22.5 hours, Monday to Friday – preferably mornings) |
| **Reporting to:** | Assistant Treasury Manager |
| **Location:** | Newforge Lane, Belfast |

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| **Your Name:** |  |
| **Email address:** |  |

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| **Question 1:**  Tell us about your strong experience in an accounts receivable / accounts payable / cash management / treasury or similar finance role to include demonstrable experience in the following areas:  i) Relevant reconciliations and resolution of issues arising; and  ii) Double entry/general ledger postings |
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| **Question 2:**  Tell us about your experience of integrated accounting systems e.g. SAP, SAGE |
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| **Question 3:**  Do you have a high degree of computer literacy including Microsoft Excel?  Please give details |
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