

Finance Assistant



part of the Trifast plc Group

Who we are

TR Fastenings (TR) is part of Trifast plc and is a leading international specialist in the design, engineering, manufacture, and distribution of high-quality industrial fastenings and Category 'C' components principally to major global assembly industries. Every colleague around the world is a valued member of the TR family who on a daily basis work together to deliver a high-quality service for all our customers.

We are looking to recruit a Finance Assistant, on a permanent basis, to join the Finance team at our sister company; 'Precision Technology Supplies Ltd' (PTS - RH19 1XZ).

The Role

Reporting to the Finance Manager, you are primarily responsible for all aspects of the company's Purchase ledger and assisting the Finance Manager with credit control and other finance matters where needed. The working hours will be 42.5 hours per week and the shift pattern will be discussed at the interview stage.

Key Tasks

- Daily bank transaction posting when required to assist the Finance manager.
- Carry out daily sales invoice run.
- Ensure Purchase invoices are matched and processed once goods received.
- Liaise with Purchasing Department and Warehouse when there are issues with supply invoices.
- Monitor and progress aged Debtors and ensure accounts are paid in a timely manner.
- Monitor Debtor overdue balances and credit limits and liaise the sales where necessary.
- Monitor aged Creditors and ensure that supplier accounts are paid on time.
- Reconcile and pay overseas supplier accounts.
- Making regular other payments when necessary.
- Ensure monthly reconciliations of supplier statements to ensure any issues are resolved.
- Respond to daily communications from customers and suppliers by email and phone.
- Process staff expenses and credit card bill reconciliations.
- Month end account reconciliations, prepayments and purchase accruals.
- Ensure purchase ledger month end deadlines are met and all reports run for period ends.
- Reconcile and monitor monthly intercompany accounts.
- Ensure finance records are kept up to date.
- Assisting Finance Director with annual audit where required.
- Any other ad hoc duties as required.

The Candidate

The successful candidate should have a background in Finance. You need to have a strong knowledge of Microsoft Office 365, along with good data entry and data processing skills. Excellent communication and negotiation skills are essential, as you will be required to build and maintain relationships with both internal and external customers. You should be a team player who can also work independently, demonstrating problem-solving abilities and effective planning skills. Additionally, the ability to multi-task and work to deadlines while staying focused is crucial for this role.

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What we offer

- On-site parking
- Life insurance
- Pension

To apply

If you are interested, know of someone who might be or have any queries, please contact:

Tiago Lopes

Group HR Advisor

@ careers@trifast.com

To apply for this role, kindly send your CV and specify the position you are applying for to the above email.