



**INTERNAL AND EXTERNAL APPLICANTS WELCOME**  
**CAREER OPPORTUNITY**  
**VACANCY**

**THE CLARKE CHAPMAN GROUP LTD**

**LOCATION**

**GATESHEAD**

**JOB TITLE**

**FINANCE ASSISTANT**

**JOB DESCRIPTION**

Reporting directly to the Finance Manager, the Finance Assistant will provide financial administration support to the department, principally in the Sales Ledger function but also in all other areas within the department as required.

The key accountabilities of the position will be:

- Recording of customer orders.
- Maintain customer accounts, control credit limits and bad debt management.
- Issue of Sales invoices and statements to customers.
- Provide debtor reports to Managers.
- Processing of timesheets for labour job costing.
- Assisting in all other areas of the Finance department as instructed.
- Any other duties within the post holder's capabilities.

**EXPERIENCE**

Ideally to have:

- Good working knowledge of Microsoft office including word, outlook, and excel.
- Demonstration of a flexible attitude to tasks and job requirements.
- Demonstration of being able to simultaneously handle the pressure of dealing with a variety of demands.
- Good interpersonal, oral and written communication skills.
- Previous experience in working with confidential information.
- Financial accounting experience would be preferable.

**QUALIFICATIONS**

- GCSE English and mathematics grade 4/C or equivalent

**APPLICATIONS PACKS  
CAN BE OBTAINED FROM:**

Human Resources Department  
The Clarke Chapman Group Ltd  
P O Box 9, Saltmeadows Road  
Gateshead, Tyne & Wear NE8 1SW  
Tel: 0191 477 2271  
Email: [hr@clarkechapman.co.uk](mailto:hr@clarkechapman.co.uk) OR  
[applications@clarkechapman.co.uk](mailto:applications@clarkechapman.co.uk)

**CLOSING DATE**

Friday 25<sup>th</sup> January 2019