



**Rural Renaissance Ltd**

# Finance Assistant

**Full-time or Part-time**

**Competitive salary**

**Priorwood House, Melrose, TD6 9EF**

**Rural Renaissance Ltd is the Scottish Borders' premier house builder and developer for over 75 years.**

**Based at our head office in Melrose, in the beautiful Scottish Borders, we are seeking to appoint a Finance Assistant to join our forward thinking business.**



**Reporting to the Financial Controller the successful applicant will be responsible for a variety of finance and administration tasks in a small but busy office for both Rural Renaissance Ltd & our subsidiary organisations.**

## **Roles / Responsibilities:**

- ▶ Processing supplier invoices & statement reconciliations.
- ▶ Raising sales invoices.
- ▶ Credit Card & Bank reconciliations.
- ▶ Sub-Contractor invoice processing & sub-contractor returns.
- ▶ Processing employee timesheets.
- ▶ Provide administration support and cover as required.
- ▶ Maintaining procedural documentation.

## **Key Attributes:**

- ▶ Experience of working in a finance office including knowledge of a software package , ideally Sage 50.
- ▶ Ability to work accurately under pressure to tight deadlines.
- ▶ Good communication, analytical & I.T. skills.
- ▶ Able to multi task & work using your own initiative.

**Apply by email to [enquiries@jscrawford.co.uk](mailto:enquiries@jscrawford.co.uk) before 25/06/21**