

Finance & Administrative Assistant – full time, Copley Hill Business Park, Cambridge

Are you ready to drive forward an award-winning business that is transforming cancer screening and diagnostics? Are you an experienced Finance & Administrative Assistant looking for an opportunity to make your mark in a unique and rewarding sector? If so, we want to hear from you as we're recruiting to our superb and growing Cambridge-based team.

At Check4Cancer we provide specialist bowel, breast, cervical, lung, prostate and skin cancer screening services. Our unique services provide access to one stop clinics for people who have suspected symptoms of cancer enabling rapid access to treatment.

The successful candidate will provide general support to the finance and operational department, including:

- Daily input of purchase ledger invoices, ensuring accurate cost centre and nominal posting
- Creation and sending of sales ledger invoices including inputting onto Sage and the client management system, ensuring accurate cost centre and nominal postings
- Posting payments and receipts onto Sage and the client management system
- Credit card receipts and payments reconciliations
- Weekly bank reconciliations
- Supplier payment runs
- Ensuring accurate posting for VAT purposes
- Filing
- Uploading of documents to HR database and processing DBS applications for new staff.
- General administration tasks as and when required.

You will have GCSE English and Maths grade 'C' or above and have experience of working in all areas of the finance function (purchase, sales, nominal and bank ledgers). You will also have excellent attention to detail and team-working ability. Experience of using Sage Line 50 is desirable.

If you would like to apply for this role please send your CV and covering letter to Steve Ward, HR Manager at steve@check4cancer.com

For more information about Check4Cancer see our website at www.check4cancer.com

NO AGENCIES PLEASE