

Finance Assistant – 2 days per week!

This is a fantastic opportunity to work for a private clinic in Harrow 2 days per week for a 1 year's contract. This is to work 9am to 5pm on a Monday and Tuesday.

Duties

- Answering the Finance Department telephones, dealing with patient and colleague queries
- Keeping Excel Control Document up-to-date
- Sending out patient invoices to patients using our accounting system.
- Addressing patient finance queries by telephone, email or face to face.
- Chase up any outstanding payments in time for the appointment/procedure
- Any other reasonable duties as requested

Skill and experience

- Experience in working with Accounting packages essential
- Experience in working with Xero – desirable
- Experience with IT, using Word, Excel to a high standard
- Ability to work in a fast growing and ever changing environment where service, detail and confidentiality are vital
- Have had at least a year's experience as a bookkeeper/Financial Assistant
- Ability to work in a fast growing and ever changing environment where service, detail and confidentiality are vital
- Ability to work with and manipulate data and numbers with a high level of accuracy

This role requires someone who is exceptionally organised in their day to day working routine and has excellent attention to detail and have excellent communication skills, written, oral and face to face.

Salary: Pro rata of £21,000 -£25,000 depending on experience

Hours/Days: Working Monday and Tuesday only 9am to 5pm.

This is a 1 year's contract initially but could well go permanent.