

---

We are seeking a dynamic Finance Assistant who holds accounting knowledge, to join our accounts team based in our Newcastle studio.

The role will primarily support, in a full-time position, our Finance Partner. Furthermore, the Finance Assistant role will provide daily support to the wider team in both HR/employment aspects as well as daily accounting tasks of the business.

Your duties include, but are not limited to:

- Assisting with the administration, co-ordination, and day to day operations of the practice Finance team and provide cover for administrative HR functions when required under the direction of the Finance Partner.

#### **Finance**

- Become familiar with both Twinfield and Quickbooks, our current accounts packages
- Use our Project Management Tool, Rapport to update project strategic plans
- Assist with the accounts payable function by maintaining the purchase daybook & entering incoming invoices onto Twinfield
- General communications with suppliers.
- Bank Reconciliations
- Assist the finance team with the monthly reporting cycle
- Become familiar with our banking facilities and payment processes
- Assist the Finance Partner with the day to day accounting for our UK, Canada and Irish offices.
- Provide department cover when required

#### **HR**

Liaise with our HR Assistant to assist & provide cover when required in the following areas:

- Compilation, maintenance and analysis of employee records, holiday, sickness and other relevant data as directed.
- Providing support for the administration and operation of the employee appraisal system.
- Assisting as required with recruitment & induction processes.
- General HR administration tasks including letters, emails, contracts, references and associated activities.

You will also be required to perform such additional duties as your employer reasonably requests of you.

To apply for this role, please email [careers@faulknerbrowns.com](mailto:careers@faulknerbrowns.com) with your CV and a link to any relevant content. The deadline for applications is 01/04/22.

*FaulknerBrowns is an equal opportunity employer and committed to eliminating discrimination and promoting equality and diversity in its own policies, practices and procedures and in those areas in which it has influence. The Practice recognises the benefits of having a diverse workforce and will take steps to ensure that we recruit from a wide pool of candidates and employment opportunities are open and accessible to all on the basis of their individual qualities and personal merit.*

FaulknerBrowns LLP  
Dobson House  
Northumbrian Way  
Killingworth  
Newcastle upon Tyne  
NE12 6QW

+44 (0)191 268 3007

[info@faulknerbrowns.com](mailto:info@faulknerbrowns.com)  
[faulknerbrowns.com](http://faulknerbrowns.com)