



We're **hiring!**

Join our team



Finance Assistant

About Us

PAM Group has a workforce consisting of over 550 staff based regionally throughout the UK who provide a comprehensive range of high-quality services, delivered through a bespoke combination of on-site staff, remote services (including telephone & secure video conferencing) and clinic-based services via a UK wide network of PAM clinics.

Services are offered nationwide; we have established regional management teams to support clients locally. Supporting this is our extensive IT capability, recognised quality management systems and solid financial standing.

Role

This is a full time role working Monday – Friday 40hrs per week. This will be a hybrid role and the postholder must be comfortable working from home and able to travel to our Warrington Head Office on occasion.

- ❖ Sales Ledger - Processing a high volume of sales invoices for up to 5 companies on a daily/weekly/monthly basis using data from our bespoke system and manually creating the invoices in Sage 200
- ❖ Timely administration of the Sales Ledger inbox as part of a rota including updating information from received remittances and updating systems contacts.
- ❖ Month end invoicing procedures following processes and guidance documents to a tight deadline.
- ❖ You will have a small aged debt base where you will send out copy invoices and statements when required and answer client queries in a timely manner, and obtain purchase order reference for invoices as required. You will also take responsibility for uploading your credit control ledger accounts invoice to portals where required
- ❖ Any other ad hoc work required.

About You

- ❖ Excellent written and verbal communication
- ❖ You must be able to produce and maintain excel spreadsheets specifically V look up and be IT literate with a strong attention to detail
- ❖ Ability to build positive relationships both internally and externally
- ❖ Hard working and positive attitude
- ❖ Excellent organisational skills and ability to prioritise workload in a busy fast paced finance role.
- ❖ Proven experience within a similar role
- ❖ Working on own initiative with minimal supervision

Employee Benefits

- ❖ Industry Leading Healthcare Scheme – Opticians, Dental, Physio & more!
- ❖ Excellent Pension Plan - 8% auto-enrolment and up to 5% matched contribution
- ❖ 24/7 Doctor helpline – book a telephone or video appointment with a GP
- ❖ Employee Assistance Program – 24/7 telephone counselling helpline
- ❖ Flexible working hours and 33 days annual leave (includes bank holidays)
- ❖ Top training and development opportunities, with best-in-class tech gear

If you're looking for your next career move and are wanting to work with a rewarding company, please get in touch with our Recruitment department for a confidential chat about joining the PAM Team. Recruitment@pamgroup.co.uk

Our Values

At PAM we are passionate about people and delivering our Everyday Things That Matter Values and Behaviours to our customers and our colleagues. Our cultural philosophy is based on putting our people first, creating high performing teams who deliver great services for our clients.

We're looking for driven and ambitious professionals to join our team, who are just as passionate about our philosophy and values as we are:

- ❖ Hard Work & Enthusiasm; we believe hard work should be rewarded, we go the extra mile to achieve our goals and support each other and enthusiasm and passion are part of our DNA.
- ❖ Teamwork & Friendship; our colleagues share a sense of belonging; we understand collaborative working means better decisions making and we support each other to achieve common goals.
- ❖ Loyalty & Improvement; we are dedicated to personal and professional development. Our PAM Academy mentors' colleagues and provides support to help you be the best you can through offering a wide range of CPD opportunities.

If you're looking for your next career move and are wanting to work with a rewarding company, please get in touch with our Recruitment department for a confidential chat about joining the PAM Team. Recruitment@pamgroup.co.uk