



Finance/Accounts Assistant

Location: Hybrid to Darwen (Lancashire)

Permanent role

About the Role

We are looking for a dedicated and dynamic individual to become an integral part of our finance team, focusing on the management of our central department mailbox, supplier purchases, and financial reconciliations. This role is crucial in ensuring the smooth financial operation of our hearing care business, directly impacting our ability to provide exceptional care and service to our clients.

About Amplify Hearing

Amplify Hearing, a leading hearing care provider with over 300 clinical practices across the UK. We uniquely offer Joint Venture Partnerships to our Audiologists which means they are given the freedom of being an independent and the feeling of being part of a family business, but with the support they'd expect from a conglomerate, so they can provide the best professional care and prosper. We're passionate about providing the absolute best in clinical care, being independent and serving local communities.

Key Role & Responsibilities

- **Central Department Mailbox Management**- Be the first point of contact for managing emails, ensuring timely responses, accurate redirections, and efficient archiving.
- **Financial Processing & Reconciliation**-Daily, weekly, and monthly supplier purchases, invoice processing, and reconciliations, ensuring all financial transactions are accurately recorded and processed.
- **Bank & Credit Card Reconciliation**- Keep our financial health in check with bank reconciliations and credit card analyses.
- **Support in Financial Reporting**- Assist our Senior Financial Accountants in compiling monthly management accounts, providing critical support to our financial team.

About you

If you're good with Microsoft Excel, and can handle lots of transactions, we'd love to meet you. You need to be able to work well with others, manage your time effectively, and pay close attention to the small stuff. You'll help us keep our finances running smoothly by working closely with our Finance Manager and making sure we meet all our deadlines. If you've got a knack for numbers and like keeping things organised, this job could be perfect for you.

What's in it for you?

As a key member of the Amplify team, you will play a vital part in our growth and in our exciting plans for the future. You'll also get the following benefits:

- Competitive salary up to £25k dependent upon experience

- A flexible working environment – offered with hybrid working (Minimum 3 days in Darwen)
- Training and development opportunities
- 26 days' annual leave (25 days + birthday and bank holidays)
- Private health cover
- Death in service benefit
- Amazing discounts, savings and rewards through our reward gateway
- Pension
- Company sick pay, should you ever need it

What's Next?

At Amplify Hearing, we offer a vibrant and inclusive work culture, dedicated to fostering professional growth and innovation. If you are ready to embark on an exciting journey with a company that's committed to making a real difference in people's lives, we would love to hear from you.

If you have any questions about the position, you're welcome to contact our Talent Acquisitions Partner, Joanne Murphy. Email Joanne.Murphy@amplifyhearing.co.uk before the closing date of Wednesday 17th April 2024.