

**FINANCE ASSISTANT
GLASGOW CARNOUSTIE PLACE BRANCH
RICHMONDS PLUMBING & HEATING MERCHANTS LIMITED**

We are seeking a Finance Assistant to join our Head Office team based at our Glasgow Carnoustie Place Branch. The Finance Assistant will be responsible for assisting with all general administrative tasks within the Finance Team. The role includes but is not limited to:

- filing Finance Team documentation as directed;
- Finance Team data entry as directed;
- accurate and timely processing of paperwork including invoices, credit notes and reconciliation of supplier accounts;
- assisting the Purchase Ledger Assistant(s) in the day-to-day operation of the purchase ledger including review of supplier statements and querying any anomalies;
- excellent interpersonal skills when liaising with other employees, customers and external suppliers; and
- general Finance Team tasks ad hoc as required.

The Finance Assistant will be required to carry out any other reasonable duties falling within their capabilities, as the needs of the Company dictate.

You will be reliable, motivated and have excellent time-management and communication skills. You are organised and willing to learn and follow all Company processes and procedures. A qualification in Finance and experience using accounting software would be advantageous. Furthermore, you will be confident working both independently or as part of a team and preferably have experience in a similar role.

Salary: Competitive, dependant on experience.

Hours: 40 hours per week, Monday to Friday 8am to 5pm

Benefits: 18 days' annual leave and 10 public holidays; employer pension contributions; and life assurance.

A note of interest should be sent by email to Lisa Daniels, HR & Corporate Compliance Manager at lisa.daniels@rphm.co.uk.

Closing date for applications: 27 March 2026