

***Finance Assistant***

Job Title: Finance Assistant

Based: Dransfield Properties, Fox Valley, North Sheffield

Position: Full Time

Start Date: March 2021

Salary: £18,000 to £25,000 depending on experience and qualifications

**About the role**

The award winning South Yorkshire property company, Dransfield Properties Limited, are looking for a Finance Assistant to join the head office team at Fox Valley in Stocksbridge, Sheffield. This is an exciting opportunity to work within the company's finance team, reporting to the Finance Director, undertaking important duties which support the finances of commercial and residential projects within Dransfield Properties retail portfolio.

**Main responsibilities**

- Purchase and Sales Ledger
- Bank Reconciliations
- Preparation of management reports
- General assistance to the finance and property management teams

Experience of the Property and Construction Industry are desirable but not essential.

The ideal candidate will also be able to show;

- Ability to work under pressure and to tight deadlines
- Ability to use own initiative
- Strong Excel skills
- Good communication skills
- Good analytical skills
- High level of attention to detail and accuracy

**About the company**

Dransfield Properties was formed in 1992 and is based in Sheffield, South Yorkshire. The award-winning company specialises in retail led regeneration schemes across the UK.

With a portfolio of well-established, retail town centres and several exciting projects currently under construction, Dransfield Properties continues to lead in the industry as Town Centre Regeneration Specialists.

With a strong community ethos, Dransfield Properties is committed to working in partnership with local stakeholders and employing local people across all developments.

Please apply to [steve.stead@dransfield.co.uk](mailto:steve.stead@dransfield.co.uk) closing date 12 midday 24 February 2021 enclosing CV and Salary Expectations