**Role:** Finance Assistant

**Location:** Leeds (we offer hybrid working)

**Full Time or Part Time:** Full Time

**Directorate:** Corporate Services (Finance)

**Company Overview:**

Ardent is the UK’s leading provider of land, consent management and stakeholder engagement services to support major infrastructure and regeneration projects from concept to delivery.

We are Project Managers, Chartered Surveyors, Engagement specialists and Land Referencers, based in London, Birmingham, Warrington, Leeds, Glasgow and Dublin and supporting projects throughout the UK and Ireland.

Established in 1992, we are a high-growth business, that has doubled in size to c. 200 people during the past 3 years, and our client portfolio includes some of the biggest players across our four core sectors of transport, renewables, utilities and regeneration.

We are passionate about delivering life-improving change for communities and future generations and we are proud to play a key role in facilitating and delivering the UK and Ireland’s net zero agenda, improving connectivity, enabling the repurposing of high streets and town centres and delivering new homes for the people who need them most.

We are problem-solvers, can-doers and solution-drivers working collaboratively with our clients to provide proactive and strategic advice to identify and mitigate risks, deliver efficiencies and, ultimately, achieve deliverable consents and build projects that positively impact people’s lives and the world that we live in.

**Role Purpose**

Reporting to the Management Accountant, the key purpose of this role will be to assist the Management Accounting function for the company and provide general financial support to the Finance Team.

**What will you be doing:**

* Transactional postings for a new subsidiary, including raising sales invoices and posting purchase invoices and bank transactions
* Set up and maintain projects in the system
* Bank reconciliations and general support with balance sheet reconciliations
* Expense approvals and posting (including credit cards)
* Ensure employee data is accurately updated in the system
* Preparing suppliers and expense runs
* Liaising and supporting the Management Accountant to ensure the accurate and timely completion of month end tasks
* Ad-hoc queries and reporting and general support to the wider finance team
* Monitor and answer to queries sent to the team inbox

**The Finance Assistant must be able to develop good working relationships with stakeholders on all levels and must therefore be professional, outgoing and approachable. The role is hybrid (based in Leeds) and working from home. It may involve some travel within the UK, principally to other Ardent offices in Warrington, London, Birmingham and Glasgow.**

**Skills / Experience Required**

The ideal candidate for this Finance Assistant role will be someone studying towards AAT or CIMA/ACCA (study support can be provided) with at least a year of experience in a finance role (or similar). You will demonstrate an eagerness to learn and develop in a varied role requiring you to adapt and manage in a changing environment.

**The successful candidate will have:**

* Excellent communication skills
* Positive attitude
* Attention to detail
* Pro-active self-starter, can work under their own initiative
* Good Excel skills
* Able to work well under pressure and prioritise work
* Good organisational skills
* Team player

**Behavioural Skills Required (Based on our Values) :**

* **Thirst for Knowledge** *(We embrace opportunities to learn and improve for personal and professional growth)*
* **Own It** *(We do what we say we will)*
* **Be the Difference** *(Focus energy to make things happen*
* **Enjoy the Journey** *(Have fun, be engaged and be proud to be Ardent)*
* **Adapt** *(We drive change and innovation to deliver growth and new opportunities in an ever-changing world)*

*Ardent is an equal opportunities employer that is committed to inclusion and diversity. We positively encourage applications from suitably qualified and eligible candidates regardless of race, colour, religion or belief, age, sexual orientation, gender identity/expression, disability status or other legally protected characteristics.*

With people at the core of our business, we offer employees an unrivalled career opportunity rather than simply a job. In a fast growing organisation, we train, develop and support our staff to grow and achieve their career goals. This is supported by a number of initiatives to look after the wellbeing of our employees whilst allowing employees to work flexibility and maintain a positive work life balance.

We offer an attractive benefits package to include :-

* Hybrid working
* Smart Working Policy
* Medical health plan
* Career progression
* Coaching
* Cycle to Work
* Electric Car Scheme
* Enhanced maternity and paternity pay

For more information, please see our services page on our website at [www.ardent-management.com](http://www.ardent-management.com)

Interested? Get in touch!

Should you be interested in hearing more about the position or wish to send your cv in to [people@ardent-management.com](mailto:people@ardent-management.com) or contact Stuart Thomas via [stuartthomas@ardent-management.com](mailto:stuartthomas@ardent-management.com)