



<https://www.laserwiresolutions.com/job/finance-assistant-matcover/>

Finance Assistant (Part Time) – Maternity Cover

Description

Join Our Finance Team as a Finance Assistant

Laser Wire Solutions is looking for an organised, dependable and detail-focused Finance Assistant to join our friendly Finance team on a fixed-term maternity cover contract.

This is an excellent opportunity for someone with experience in finance, accounts administration, purchase ledger or a similar office environment who is looking to develop their skills in a varied and supportive role. You may already be used to working accurately with numbers, managing multiple priorities and maintaining well-organised financial records.

Although this is a maternity cover position, you'll be a valued member of the team from day one, receiving full training, support and mentoring to help you succeed.

What You'll Do

You'll play an important role in keeping our finance processes running smoothly and accurately, supporting colleagues, suppliers and the wider business.

Your day-to-day work will include:

- Processing purchase invoices, ensuring they are matched to purchase orders and coded correctly.
- Processing non-stock purchase invoices within our finance system.
- Reconciling supplier statements and resolving any discrepancies.
- Processing employee expense claims and company credit card expenses.
- Managing the shared Accounts email inbox and responding to supplier queries.
- Preparing supplier payment runs and payment remittances.
- Maintaining accurate supplier records across our business systems.
- Supporting petty cash management and reconciliations.
- Assisting with the preparation of information for the annual audit.
- Working closely with colleagues across Finance and the wider business to continually improve our processes.

What We're Looking For

Hiring organization

Laser Wire Solutions

Employment Type

Part-time, Temporary

Beginning of employment

ASAP

Duration of employment

Fixed-term maternity cover contract
– up to 12 months

Industry

Manufacturing

Job Location

CF37 5YR

Working Hours

25-30 Hours per week

Base Salary

£ 28,000 pro rata

Date posted

August 4, 2026

We're looking for someone who enjoys working accurately, takes pride in getting the details right and likes helping things run efficiently.

You'll ideally have:

- Excellent attention to detail and a methodical approach to your work.
- Good organisational skills and the ability to prioritise your workload.
- Confidence using Microsoft Excel and other Microsoft Office applications.
- Experience using finance or accounting software (Sage experience would be an advantage).
- A good understanding of basic accounting principles, including purchase ledger, reconciliations and accruals.
- Strong communication skills and confidence working with colleagues and suppliers.
- A positive, reliable and professional attitude.
- A willingness to learn, improve processes and contribute to the wider Finance team.

Desirable:

- AAT qualification

What You'll Get

- Full training, mentoring and support from an experienced Finance team.
- A varied role with opportunities to broaden your finance knowledge.
- The chance to contribute to continuous improvement across the Finance function.
- Pension, life insurance and other standard company benefits.
- A supportive team where people help one another and success is shared.

Good To Know

This is a fixed-term maternity cover contract for up to 12 months, based at our headquarters.

The role is 25–30 hours per week, with flexibility around start and finish times to support both business needs and work-life balance.

Additional hours may occasionally be required during busy periods or month-end to help ensure key deadlines are achieved.

We Welcome Different Backgrounds

We value different experiences and perspectives and welcome applications from people who have gained their finance experience in a variety of industries.

You don't need to meet every requirement listed above to apply. If you're organised, dependable, enjoy working with numbers and take pride in delivering accurate work, we'd be pleased to hear from you.

Reasonable adjustments are available throughout the recruitment process and in the workplace where appropriate.

Apply Today!

If you're ready to bring your accuracy, organisation and people skills to a growing, purpose-driven business, we'd love to hear from you.

Whether you're looking for your next opportunity, returning to work or seeking a fixed-term role where you can make an immediate impact, we'd be delighted to receive your application.

Join the Finance team at Laser Wire Solutions and help us continue delivering excellence for our customers.

Benefits

- Company pension
- Cycle to Work scheme
- Free parking
- Life insurance
- On-site parking
- Sick pay