

Finance Assistant – Purchase Ledger, Sales Ledger & Credit Control



National Portrait Gallery

The National Portrait Gallery houses a unique collection of all forms of portraiture of the people who have made or who are currently contributing to British history and culture. With more than 1.8 million visitors each year, the Gallery is one of the country's most important and popular galleries.

Finance Assistant – Purchase Ledger, Sales Ledger & Credit Control

Full time

£20,637 per annum

You will administer the Gallery's purchase ledger alongside the part-time Purchase Ledger Officer and Assistant Financial Controller, administer the Gallery's credit control function, and assist in the administration of the Gallery's sales ledger. You will have a minimum of 6 months previous experience of working in accounts or finance.

Full details of this and all other employment opportunities at the Gallery can be viewed at our website www.npg.org.uk/jobs or requested by e-mailing: personnel@npg.org.uk. Closing date for applications is 9.00am on 29 February 2012.

The Gallery is committed to equality and is a member of the Employers' Forum on Disability, Race for Opportunity and the Equality Exchange.

Location:	London
Category:	Financial
Duration:	
Type of Contract:	Permanent
Hours:	Full Time
added: Feb. 15, 2012	deadline: Feb. 29, 2012

More information: <http://www.npg.org.uk/jobs>