



JOB DESCRIPTION:

Finance Assistant

Job Title:

Finance Assistant

Main Purpose of Job:

- Performing a variety of day-to-day financial operations
- Assist with financial operational tasks
- Proactively develop and improve current process, identify efficiencies and formalise processes in conjunction with Finance Manager
- Development of many new financial and operational processes in conjunction with Finance Manager
- Assist in general office management duties

Responsible to:

Finance Manager

Main Tasks of Job:

- Preparing invoices for customers
- Processing purchases and expenditure invoices – including filing and following appropriate PO/authorisation controls
- Credit control
- Cash management and bank reconciliations
- Setting up payment runs
- Management of expenses process (credit cards/cash)
- Management of petty cash
- VAT returns
- Assist in preparation of monthly management accounts
- Managing monthly accruals, prepayments, fixed assets

- Providing administrative support to the team
- General Office management duties
- Other tasks as required

Requirements

- Familiarity with Xero
- High degree of accuracy
- Understanding of Double entries
- Comfortable working in a team but also happy to work independently
- Proactive mindset
- Embrace the use of new systems
- Build strong working relationships within the finance team and the company generally
- Strong time management and organisational skills
- Good written and verbal communication skills
- Resilient in the face of challenges
- Able to prioritise work load and manage peaks and troughs effectively
- Understand when to escalate issues or hand over work to other colleagues
- Strict adherence to deadlines

Skills

- Self motivated with a high degree of initiative
- Positive, curious and outward looking
- Team worker
- Reliable
- High level of integrity
- Always looking to improve

Benefits:

- 25 days annual leave
- Buy & sell up to 5 days annual leave
- Birthday days off
- Hybrid working