

Job description

Job title:	Finance Assistant	Department:	Finance
Location:	London	Type:	Permanent
Reporting to:	Finance Manager		

Overview

This is an integral role to the Finance team and as such we are looking for an ambitious Graduate who would like to build a rewarding career in Finance. To be successful you will be self-motivated with strong attention to detail skills and outstanding interpersonal skills.

Purpose of the Role

1. Sole charge of the credit control function
 2. Provide support to the Finance Manager in the production of the monthly accounts
 3. Assist with the quarterly financial reporting and annual statutory accounts
 4. Provide support to other team members during peak periods or times of absence
 5. Ad-hoc requests from the Finance Manager/Head of Finance
-

Key Responsibilities (include but not limited to):

- Credit control – ensuring the company carries out the necessary checks on new customers in line with company policy, daily processing of BACS and cheque receipts in Access Dimensions, bad debt provisions and write offs, Check and adjust credit limits as necessary, report on credit control, status of overdue accounts
- Reporting – aged debtor reports, cashflow, month end debtors, aged debtors analysis, ad hoc reports as requested
- Process month end journals including prepayments, accruals, depreciation etc
- Maintenance of the Fixed Assets and Prepayment files
- Responsible for collating and coding of the Finance Credit Card transactions for processing
- Providing cover for Accounts Payable in absence

Competencies:

- Previous experience of working within a finance department
- Intermediate level Excel would be advantageous, together with previous experience of accounting software
- Computer Literate, with good knowledge of MS Office
- Finance related Degree or AAT qualified would be desirable

Characteristics:

- Organised and methodical, with ability to multi-task and prioritise own workload
- Customer focused with excellent communication skills
- Enthusiastic and keen to learn