



Job Description.

Job Title

Finance Assistant

Reports To

Finance Manager

Objective

To provide financial support to MC2 to make the business behave more efficiently and encourage a culture of continuous improvement.

Job Overview

Working within a creative and vibrant environment this role provides finance processing and administrative support to the Finance Manager.

Responsibilities and Duties

- Raising of sales invoices on Sage 50 Accounts Package.
- Provide support to the Finance Manager on debtor activities, liaising with clients
- Sending customer statements
- Purchase invoice posting and coding onto Sage
- Emailing supplier statements
- Management of purchase ledger and supplier queries
- Supplier statement reconciliations
- Provide support to the Finance Manager on supplier payment runs.
- Provide administrative support on processing of employee expenses and company credit card
- Booking employee travel and accommodation
- Responsibility for ordering and monitoring all office supplies including stationery, kitchen, publications, events, gift cards etc
- Posting of daily bank transactions into Sage.
- Weekly bank reconciliations
- HR/Holiday spreadsheet monitoring and filing.
- Organising Boardroom bookings in the calendar
- Management of Concert Club, including circulation of upcoming events and purchasing tickets

Deliverables Expected

- Accurate and timely processing of all financial transactions.
- Meeting all financial management deadlines

Qualifications and Expertise

- Previous experience in a Finance role.



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Skills

- Sage 50 accounts package/Xero experience preferable.
- Microsoft Office literate.
- Intermediate Excel skills.
- High level of attention to detail and accuracy.
- Personable and approachable.

Training Provided

Training will be provided through the 'University of Life' training and development program and via coaching from the Finance Manager.

Scope for Progression

Opportunity to grow understanding and knowledge of the workings of a Finance department.