

Finance Assistant

Job Type: Finance

Location: Primarily office based

Salary: £18k-£22k DOE

Due to the ongoing growth of mmadigital there is an opportunity for a Finance Assistant to join this rapidly expanding business.

The recent growth has brought with it an expansion of the financial requirements within the business, and this role will be key to ensuring the day to day activities of the business run smoothly, and that key financial processes are managed in line with process. The ideal candidate will have had experience working within a small business and will be used to being hands on. This role will require the successful candidate to be comfortable interacting with key stakeholders in the business to support the delivery of value, and to maintain and grow positive relationships at all levels.

Key to this role is an attention to detail, and a passion for implementing and maintaining process, in combination with utilising technology to automate tasks where possible. You will be focussed on working towards regular goals and achieving deadlines.

Key Responsibilities

- Create, send and follow up on Sales invoices;
- Report to the business on the status on Sales invoices on a daily basis;
- Credit control duties, and account reconciliations;
- Daily reconciliation of bank accounts with the accounting system, providing updates daily to the senior management team;
- Management of the Credit Card process in the company, recording and maintaining the relevant records;
- Recording of all purchase ledger invoices, obtaining authorisation for expenditure in a timely manner (daily);
- Ensuring all transactions are correctly coded within the nominal accounts;
- Formulating weekly payment runs for authorisation and release by senior management;
- Assist senior management with production of payroll where required;
- Manage (and improve) the expenses process for employees;
- Assist in providing analysis where required

Knowledge/Skills/Experience

- Experience of working in a finance role for a minimum of 2 years;
- Significant exposure to, and experience of using cloud-based accountancy packages
- Management, and consistent implementation, of company expenses processes, along with purchase ledger authorisation and payment run processes
- Excellent organisational and time management skills; able to prioritise effectively aligned with an attention to detail and a passion for accuracy;
- Experience of credit control and cash collections processes;
- Intuitive with tenacity; takes a mature approach to problem solving and troubleshooting for a responsive resolution;
- Ability to work effectively with people at all levels whilst also having good written and verbal communication skills;
- Ability to manage themselves proactively and manage expectations

To apply

Email an up-to-date version of your CV + covering message detailing why you are interested in this position to Stephen Faulkner at: stephen@mmadigital.co.uk, by no later than Friday, 24 January 2020.