

## JOB DESCRIPTION

### Finance Assistant

|                    |                                      |
|--------------------|--------------------------------------|
| <b>Job Title:</b>  | <b>Finance Assistant</b>             |
| <b>Salary:</b>     | <b>£market rate</b>                  |
| <b>Type:</b>       | <b>Full-time</b>                     |
| <b>Department:</b> | <b>Central Functions</b>             |
| <b>Location:</b>   | <b>High Wycombe, Buckinghamshire</b> |
| <b>Report to:</b>  | <b>Finance Manager</b>               |
| <b>Benefits:</b>   | <b>Private Health Cover</b>          |

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#### Description of the Role

Reporting directly to the Finance Manager you will support all accounting activities. Customer related responsibilities will include Sales Invoices, Collections and banking. Supplier related responsibilities will include purchase invoices along with general accounts duties.

#### Main Responsibilities

- **Process for Sales Invoices:** Tracking all new Project Numbers taken. Check Sales Orders paperwork including purchase orders, sales margins and additional cost sheet information. Manage communication in handover from Sales rep to purchasing stage; including credit checking; tackling and resolving any problems or concerns and setting-up on Sage and our bespoke software system.  
Prepare and send weekly Project Number report to all directors.
- **Up-Front Invoice:** An Up-Front Invoice is prepared or if nothing is to be invoiced up-front the project will be entered into the Sales tracker for reporting on weekly until the Invoice is requested to be raised.
- **Invoice Raised:** . You will meet weekly with all divisional administrators to monitor job status' and invoice requirements as the projects progress and reach completion. (Invoices are generated using our bespoke system Axis which works alongside SAGE 200)
- **Collections:** Monthly Statement raised and sent, use the Sales Tracker to determine invoices due/overdue, Invoice chasing and collections via phone, email and letter. Monthly reporting to the Finance Director for aged debtors, progress with collections and any escalations.
- **Banking:** Processing received payments via cheque, BACS, CHAPS, or Credit card. Updating of Sales Tracker. Deposits at bank on a regular basis.
- **HMRC Submissions:** To prepare the monthly EC Sales List and Intrastat submission to HMRC. A report on all Commodity Codes for imports from the EU, and a report on all Sales included in the VAT return for EU VAT.

- **Purchases:** Manage purchase ledger processing function and allocation of workload between Finance Assistant and Accounts Administrator (part time). To include; reconciliation of delivery notes with invoices and post on SAGE database in the Job Costing Module. Complete hard-copy filing.
- **Mastercard Expenses:** Monthly reconciling of expenses on Credit Card. Distribution of statements, reconciling with job allocation and checking against statements
- **Time Sheets:** To take over the monthly collation, review and posting of timesheets as appropriate.

**Key Skills & Achievements**

| Required  | Desired  |
|---|--|
| Successful candidate must demonstrate the following skills and experience:                              | Although not required, it would be an advantage to be able to demonstrate the following: |
| At least 2 years' experience in a Financial role OR a min 2:2 degree level education                    | AAT qualification<br>Prior experience in an engineering company or role                  |
| Experience with Credit Control  | Previous experience on SAGE Accounting systems   |
| Attention to detail and methodical in record keeping  |  |
| Flexible working methods; able to react quickly to changes and multi-task under pressure                |  |
| Excellent financial skills and aptitude with figures.   |  |
| Possess excellent interpersonal skills and be able to communicate effectively with people at all levels |  |
| Meticulous and proven organisational skills   |  |

To be considered for this position, please submit a copy of your current CV to [info@smartcomm.co.uk](mailto:info@smartcomm.co.uk), FAO Mr Mark Calder, Finance Manager.