

JOB DESCRIPTION

Finance Assistant

Job Title:	Finance Assistant
Salary:	£market rate
Type:	Full-time
Department:	Finance/Accounts
Location:	High Wycombe
Report to:	Finance Manager
Benefits:	Private Health Cover

Main Purpose 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

1. **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.
- 2.
3. **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.
4. **Invoice Raised:** . You will meet 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)
5. **Collections:** 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.
6. **Banking:** Processing received payments via cheque, BACS, CHAPS, or Credit card. Updating of Sales Tracker. Deposits at bank on a regular basis.
7. **Reporting:** Weekly invoice report and weekly sales report. Liaise with sales representatives with their project completion progress. Prepare and send weekly Project Number report to all directors.
8. **Forecasting:** Liaising with Sales ledger and QS to obtain payments date to supply for cash forecasting with Finance.

JOB DESCRIPTION: Finance Assistant

Qualification and Experience

We are looking for a person with either the proven skill set or training in a financial role.

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
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	
Excellent telephone and communication skills, ability to communicate at all levels	

To be considered for this position, please submit a copy of your current CV to info@smartcomm.co.uk