

Job Description

Job Title:	Finance Assistant
Salary:	c£25k
Hours:	40 hours a week
Location:	Swanwick
Department:	Finance

Overview:

The Accounts Assistant will play an important role within the Finance team at 3R, supporting the Head of Finance with the smooth running of day-to-day financial operations.

This is a hands-on role, suited to someone who is organised, accurate, and comfortable working across a range of finance tasks including purchase ledger, sales ledger, reconciliations, payment processing, payroll support and general finance administration.

The role will help ensure the Finance function operates efficiently, maintains accurate financial records, and provides reliable support to the wider business.

Role Description:

This is an excellent opportunity for someone looking to build a career in a dynamic financial services technology company. Full training and support will be provided, and we are looking for someone with the right attitude, attention to detail and willingness to learn rather than extensive prior finance experience.

The successful candidate will work closely with the Head of Finance and wider business, helping to maintain accurate financial records, process transactions and support the smooth running of the Finance function.

Responsibilities

Financial Management:

- Process financial information accurately and in a timely manner.
- Maintain organised electronic records and supporting documentation.
- Assist with the administration of supplier and customer accounts.
- Respond to finance-related queries from colleagues and external contacts.
- Support the wider Finance team with day-to-day administrative tasks.

Purchase Ledger

- Assist with the processing of supplier invoices.
- Ensure invoices are correctly coded and approved.
- Help prepare supplier payment runs.
- Reconcile supplier statements and raise any discrepancies for review.
- Maintain accurate supplier records.

Bank Reconciliations and Processing:

- Assist with daily and monthly bank reconciliations.
- Process and allocate receipts and payments accurately.
- Identify and investigate any discrepancies.
- Ensure records are kept up to date and accurate.

Payroll and Expenses Support

- Support the preparation of payroll information.
- Assist with the administration and processing of employee expenses.
- Maintain accurate records and supporting documentation.
- Help resolve routine payroll and expenses queries.

Month-End Support:

- Assist with month-end and year-end finance activities.
- Prepare supporting schedules and reconciliations.
- Support the production of management information and reports.
- Assist with audit preparation when required.

Systems and Continuous Improvement

- Learn and use finance systems effectively.
- Support improvements to finance processes and ways of working.
- Maintain a high standard of accuracy across all finance records.
- Contribute ideas to improve efficiency and organisation within the team.

Person Specification

Knowledge, Skills & Experience

Essential

- Good numeracy skills and attention to detail.
- Strong organisational skills.
- Good written and verbal communication skills.
- Comfortable working with Microsoft Office applications.
- Positive attitude and willingness to learn.
- Ability to work accurately and confidentially.

Desirable

- Some previous administration, office or customer service experience.
- Experience using Microsoft Excel.
- An interest in finance, accounting or business administration.

Personal Qualities

We're looking for someone who:

- Takes pride in getting the detail right.
- Is organised and reliable.
- Enjoys working as part of a team.
- Is proactive and willing to learn new skills.
- Has a positive, can-do attitude.
- Is comfortable asking questions and seeking support when needed.
- Can be trusted to handle confidential information appropriately.
- Wants to develop a long-term career within a Finance function.

Qualifications

- Educated to A-Level or equivalent