

Job Description

Job Title: Finance Assistant (Part Time)

Reporting to: Head of Finance

Job Purpose

To support the Head of Finance in all aspects of book-keeping and finance administration.

Tasks and Responsibilities

- Assist the Head of Finance with the purchase ledger, the accurate recording of all company purchases and to arrange settlement of same. To reconcile purchase ledger accounts.
- Maintain administrative systems (paper based/computerised)
- Assist in the general day-to-day running of the finance dept
- Complete filing of all accounting paperwork and archive documentation as appropriate
- Deal with enquiries from our suppliers on invoices and payments
- Support internal clients with enquiries on issues related to finance
- Keep your workspace and environment clean and tidy
- Limit the impact of Redweb on the environment by understanding and supporting the policies, programs and procedures described in our ISO14001 Environmental Management System
- Understand and comply with Redweb's company policies as detailed on the company intranet.

Person Specification – Accounts Administrator

Skill	Essential	Desirable
Proven experience in a similar role	x	
Experience of using computerised accounting software	x	
Experience of using spreadsheets	x	
Be numerate	x	
Demonstrate attention to detail	x	
Have strong written and communication skills	x	
Proficient with Quickbooks accounting package		x
Ability to use Excel spreadsheet	x	
The ability to plan and organise your duties and responsibilities effectively	x	
Knowledge		
Good working knowledge of basic accounting procedures	x	
Experience of maintaining purchase ledgers	x	
Experience of maintaining sales ledgers		x
Attitude		
Willingness to be flexible in the tasks undertaken	x	
Committed to achieving a high standard of work and professionalism	x	
Work well independently and as part of a team environment	x	
Demonstrate professional attitude to work and presentation	x	
Respect and act appropriately to colleagues and clients	x	
Comply with the Redweb Equality policy	x	
Willingness to review personal development and undertake training and development	x	