

Office Administrator and Finance Assistant

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- Central London
- Job type: Permanent, Part-time, Full-Time
- Reference: 3428767833

This is a fantastic opportunity for an experienced Office Administrator Finance Assistant to join a leading IT consultancy company on a temporary to permanent basis

Summary

To provide comprehensive and proactive office administrative support to the IT Company, assisting both the internal administrative requirements and the functioning of the Finance Team of the company. This is a key role in the effective running of the team. Typical duties will include providing financial information by maintaining and reconciling accounts receivable, acting as the Company`s front of house, dealing with incoming calls, queries and deliveries dealing with stationery and office supplies; dealing with incoming and outgoing post.

Responsibilities

Finance

- To collect, record and bank all income promptly into Quick Books and accurately by established methods,
- Invoice customers, input of cash received and its subsidiaries by maintaining accounts receivable.
- Chase outstanding debtors
- Reconcile general and subsidiary bank accounts by gathering and balancing information.

- Support the Assistant Accountant with weekly bank reconciliations for all bank accounts
- Correct errors by posting adjusting journal entries.
- Maintain general ledger accounts by reconciling accounts receivable.
- Assist the Head of Finance and Assistant Accountant by helping to maintain the control accounts; adjusts entries for deferred income for various income streams and monitor variances.
- Secure financial information by completing finance system backups; keeping information confidential.
- Maintain accounting controls by following policies and procedures;
 - To operate a petty cash system within agreed limits, ensuring that financial regulations are followed.
 - Allocating relevant paperwork to the correct departments.
 - Act as cover for the Assistant Accountant when necessary

Office Admin

- Handle incoming telephone calls
- Deal with incoming correspondence
- To process outgoing post, arranging Special Delivery, courier collection and overnight deliveries when required.
- Assist with organising and supporting the planning of complex meetings, events and conferences, including delegating duties as necessary, booking venues, arranging equipment and refreshments, preparing packs and registering attendees.
- Ensure compliance with information governance policies and procedures
- Liaising with suppliers to acquire pricing and preparing quotations for the sales department
 - Develop, manage and maintain office systems, including paper and electronic files, ensuring that information is appropriately and securely stored, filed and retrievable.
- Responsible for processing orders and ensuring everything is delivered within the agreed timescales

Person Spec

It is important that you will be able to work with a minimal supervision and be able to use your initiative. Furthermore the following is required:

- Demonstrable experience of a range of personal assistant and office responsibilities, including diary management and administrative support.
- Part Qualified and should be studying to obtain any one of a professional accounting qualification (AAT/CIMA/ACCA).
- Highly proficient in using MS Desktop packages (Word, PowerPoint, Excel), MS Outlook (mail, calendar and databases), with the ability to produce documents including reports and correspondence of a high quality
- Excellent grammar, spelling and high standard of oral and written communication skills, including the ability to draft reports and complex correspondence to a consistently high standard.
- Experience and knowledge of working with computerised finance systems (preferably QuickBook)
- A "can do" flexible attitude is a must.