

## Finance Assistant

Our thinking is award-winning and we're constantly embracing exciting changes within our industry to ensure we're able to deliver exceptional solutions to our customers. We pride ourselves on having a different view and a better answer.

Our Managed services team are now recruiting for a Finance Assistant to join our busy team, based from our office in St Ives, Cambridgeshire.

This is an ideal role for a candidate with previous sales and/or purchase ledger experience and have previous exposure to reconciliations and month end processes as you will be supporting the Billing Officer on a wide range of tasks within the department.

This is a varied role that requires a proactive and hands-on approach. Full training and support will, of course, be provided.

### Main Duties and Responsibilities

- Raising customer recurring invoices and credit notes;
- Inputting new ad hoc billing requests;
- Enter rate card information onto our bespoke billing system cross-checking new requests against quotes;
- Work with our customers to reconcile billing and match against purchase orders;
- Posting purchase invoices on the ledger;
- Preparing supplier payment runs;
- Posting of the daily banking;
- Reconciling the bank account;
- Assisting with the month-end process, including sales analysis, prepayments, accruals and balance sheet reconciliations;
- Preparing and posting journals;
- Respond to issues promptly and efficiently ensuring that measures are put in place to avoid re-occurrence;
- Respond to all emails and telephone calls and messages within a reasonable timescale.

### Skills and Experience

- Previous experience or exposure to purchase and/or sales ledger is preferable;
- Previous experience of working with Sage Line 50 is highly desirable;
- Highly numerate and logical with a focus on accuracy and attention to detail;
- Good analytical skills, with the ability to create reports when requested;
- Excellent communication skills both oral and written;
- Good interpersonal skills, the ability to work cross-functionally and interact confidently with multiple stakeholders;
- Excellent planning and organisational skills with the ability to prioritise, manage time effectively and work to tight deadlines;
- A self-starter with the ability to work independently with minimal supervision;
- Flexible with a "can do" approach;
- The ability to work calmly under pressure;
- Highly proficient in Excel, knowledge of Microsoft Access would be useful;
- Team player – understands the importance of teamwork;
- Educated to A-Level (or equivalent);
- Although the AAT qualification is preferred, we would also welcome applications from individuals who are qualified by experience.

**Location:** Based from our offices in St Ives.

**Hours:** Full Time 8.30am to 5.00pm / Monday to Friday.

**Salary:** up to £23,000 (depending on qualifications/experience)

**Start date:** ASAP.

**Other:** Must have the right to live and work in the UK.

**Benefits & Perks:**

Includes: 25 days annual leave, life assurance, healthcare cash plan, employee assistance programme, on-line discounts & savings platform, free parking, free fruit, spot bonus scheme, recruitment bounty scheme, dress down Friday, free fruit, Fundraising, Sports & Social club.

**Additional Information:**

- Must have the right to live and work in the UK;
- Must have full UK driving licence and access to own transport to get between sites;
- Any offer would be conditional upon the successful candidate passing a full DBS national security vetting process - compliance to ISO27001, ISO20000 and ISO9001 is essential to our business. Quality, IT Service Management and Information security awareness, education and training are given regularly.

***Due to the nature of work carried out by OCSL Managed Services, the company run background verification checks in line with the Baseline Personnel Security Standard (BPSS) as well as adverse financial checks on potential candidates prior to, and throughout, employment. This is to ensure candidates are suitable for the position they have applied for, taking into consideration the sensitivity of the businesses processes and therefore the trust involved. OCSL Managed Services treats all applicants who have a criminal record fairly and do not discriminate unfairly on the basis of conviction or other information revealed.***

**To Apply:**

Please include a covering letter (which includes salary expectations) along with your CV outlining the skills and experience that make you the ideal candidate for this position.

Think you'd fit in? Surprise us at [careers@ocsl.co.uk](mailto:careers@ocsl.co.uk)

We look forward to hearing from you!

**About us**

Join us at the forefront. Put your talent to the test. Make leaps in your field. OCSL is a creative, collaborative place, delivering transformative results with remarkable technology for remarkable clients daily. Working here is challenging, rewarding and exciting. We welcome adaptable, enterprising professionals and invest heavily in their development.