

ROLE Title: Finance Assistant

Role Purpose: To provide day to day Financial duties to Concertus Design and Property Consultants Limited

Accountabilities

1. Team work

- Provide support to the Management Accountant on financial matters.
- Ensure financial information is available on a timely basis.
- Work flexibly to support delivery across the service.
- Take ownership for own personal development.

2. Business delivery

- Support the effective delivery of financial information for The Concertus Group.
- Ensure accurate and timely information is available for budget monitoring.
- Day to day administration of orders, invoices & payments in Sage for multiple companies.
- Assist with preparation of annual auditor pack to external auditor deadline
- Assist with other tasks as and when required to assist the Business Team

3. Planning and business development

- Research and keep up to date on developments in financial and procurement regulations relating to the property sectors we are or intending to operate in.
 - Maintain knowledge of relevant systems and technology in support of the business function.
 - Ensure that budgets are monitored effectively and actions to address any issues are planned in.

Measures of success

- Feedback from Management Accountant/Directors
- Accuracy and timeliness of information
- Efficiency of system and process
- Business delivered within budget and to agreed targets
- Feedback from staff and managers
- Business delivery performance indicators

What you need to know

- Minimum Part AAT Qualification with working experience
- Sage Line 50 experience
- Commercially astute and business focussed.
- Proficient in Microsoft Office
- Effective communication skills across a range of contacts.
- Ability to work effectively under pressure
- Enthusiasm to work in finance

4. Communicating Effectively

- Manage relationships with external agencies such as the auditors, Accountants and bankers.
- Ensure managers are aware of compliance and relevant financial regulations.

How you Act

Team worker – You work collaboratively with your team to achieve better outcomes for clients.

Service deliverer – You focus on delivering a service that produces outcomes for our clients.

Well Organised – You plan and prioritise effectively to ensure that deadlines are met.

Willing to learn – you want to acquire new skills that will support you in your role.

Flexible attitude – you are prepared to work flexibly to deliver the service