

JOB DESCRIPTION

Part Time Finance Administrator

The Role

StrategiQ is looking for a Part Time Finance Administrator to join and support our Finance Director in managing the day-to-day operations of our finance department. The ideal candidate will have strong knowledge of bookkeeping and accounting principles, good organisational skills, and a practical working knowledge of accounting software and procedures.

As a Finance Administrator you will work closely with our Finance Director with data entry into the system, preparing a balance sheet, updating financial records, and processing invoices. You will also work with the wider agency leadership team to prepare cost analysis reports for other departments.

If you want to be at the cutting edge of digital creativity and innovation, work within a fast paced and supportive environment, and are looking for supported career progression, then look no further.

Responsibilities

- Assist in the day-to-day finance administration
- Maintain accurate and detailed customer records and reporting
- Create, send and follow up on invoices
- Approval and reconciliation of PO's
- Deal with invoice queries
- Track and reconcile bank statements
- Keep track of accounts payable and receivable
- Review employee expenses and make reimbursements
- Track expenses as they relate to specific projects and jobs
- Support with preparation of monthly management accounts
- Support monthly payroll
- Assist the Finance Director in creating financial reports
- Maintain financial policies throughout the business
- Suggest changes or improvements to increase accuracy and efficiency and cost reductions












Skills and Qualifications

- Proven work experience as a Finance Administrator, Finance Assistant or similar role
- Experience with bookkeeping practices and data privacy standards
- High level of accuracy, attention to detail and superior mathematical skills
- Excellent customer-service skills and solid communication skills, both written and verbal
- Computer skills, particularly with spreadsheets and calculation software
- Ability to multitask, manage time effectively and prioritise
- Calm and professional manner when working under pressure
- The willingness to learn and succeed
- Positive, professional, proactive, diligent and flexible approach to work
- Outstanding organisational and planning skills
- Excellent written communication skills
- Computer skills, particularly with spreadsheets and calculation software

Salary

- £25,000 to £35,000 per annum

Benefits

-  Dedicated 1-Day R&D/Training
-  Flexible Working, offices in London, Leamington, Ipswich
-  Excellent onsite barista coffee and cafe (all offices)
-  Competitive Salary
-  15" Macbook Pro, 27" Monitor
-  Generous Holiday
-  Inclusive fruit and hot beverages within the office
-  Inclusive gym membership (Suffolk Office)
-  Amazing clients across all sectors
-  Annual employee awards
-  Conference & training budget