

WE ARE HIRING

FINANCE ASSISTANT REQUIRED

We at Carbon Numbers are looking for a **Finance Assistant** to join our team. You will be assisting with all aspects of bookkeeping and financial reporting as part of the Finance team.

Are you Computer and IT literate?

Do you have excellent written and verbal communication skills?

Are your strengths problem solving and strong communication?

Have you got experience using accounting software packages?

Proven accuracy record and attention to detail during data input?

Our company is one that specialises in energy performance and building management systems. We deliver all Energy and BMS services from design, install, panel build to operating and maintaining your facility and data modelling.

You will be required to:

- ⊗ Maintain the confidentiality of information about clients, suppliers, staff and other services in accordance with Policy and Procedures.
- ⊗ Keep yourself up to date on all matters relating to procedures and policy.
- ⊗ Familiarise yourself with matters relating to health and safety management as they affect them personally and/or the Company, reporting any potential risks to life or property immediately in accordance with the Health and Safety policy and procedures. Also you must use all equipment provided to undertake their role safely.

Your Key Responsibilities:

- ⊗ Daily transaction input into accounting software.
- ⊗ Regular reconciliations of Sales Ledger, Purchase Ledger and Bank Accounts.
- ⊗ Assistance with credit control.
- ⊗ Monitoring job performance including review of margins.
- ⊗ Timesheet review.
- ⊗ Processing staff expenses.
- ⊗ Processing payments via bank software.
- ⊗ Assisting with VAT Returns and PAYE reconciliation.
- ⊗ Financial reporting and budget management.
- ⊗ Assisting with the preparation of the Company payroll.
- ⊗ Various tasks as required to support the Finance team.
- ⊗ Dealing with financial queries from customers, suppliers and staff.