

JOB DESCRIPTION



Job Title	Finance Assistant
Job Location	Office-based at Agility Eco offices in Sutton with occasional travel to Aylesbury office
Remuneration	Up to £25,000 per annum salary and annual performance related profit sharing scheme
Hours	37.5 hours per week with 23 days annual leave.
Purpose Statement	<p>AgilityEco is a market leading provider of low carbon energy services to householders, businesses and public sector clients, based in Sutton, Surrey. This is a challenging and highly dynamic role. The successful applicant will report directly to the CFO and have responsibility for a wide range of financial administration, reporting and analytical duties to support the on-going operations of the company. You will be required to assist with the implementation of critical financial processes. It is therefore essential you are impeccably organised, possess excellent communication skills, have a keen eye for detail and the ability to work to tight deadlines under pressure. In return you will be part of a successful team where you will have the opportunity to evolve in the role.</p> <p>At AgilityEco we offer our team members the opportunity to work on interesting and challenging projects. We place the utmost importance on the skills and expertise of our team and actively encourage practical training in-house as well as external training to help you develop in your role. This role offers a great opportunity for an enthusiastic individual who wants to work in an exciting and dynamic environment in a growing, successful business.</p>
Accountabilities	<ul style="list-style-type: none"> • Financial Accounting and Administration: Collect and enter data for various financial spreadsheets and accounting software. Create and process invoices, raise purchase orders, etc. Prepare payroll, pension and expense payments for employees. Generate and analyse financial statements. Prepare financial accounts and report to senior managers. • Budgeting: Assist CFO to prepare and report against individual departmental budgets. • Policies and Procedures: Ensure statutory requirements and the company's financial policies and procedures are adhered to. • Stakeholder Management: Answers question and provide assistance to stakeholders, customers, and clients as needed. • All employees are responsible for their own health and safety and must adhere to the company's HSE guidelines.
Dimensions of Role	The job holder will report directly to the CFO
Skills, Knowledge and Expertise	
Knowledge and Qualifications	<ul style="list-style-type: none"> • Associate's or bachelor's degree in business, finance, accounting, or a related field or part-qualified accountant e.g. CIMA, ACCA • Excellent mathematical qualifications • Understanding of key accounting and financial policies • Previous experience in a financial administration role
Desirable Skills and experience	<ul style="list-style-type: none"> • Computer skills, particularly with excel spreadsheets and calculation software • Experienced user of MS Office • Experience of accounting software e.g. Sage
Person Specification	<ul style="list-style-type: none"> • Ability to manage and prioritise multiple tasks • Superior attention to detail • Good verbal and written communication, time management and organisation skills • Ability to work under pressure and to tight deadlines • Team player • Self-motivated, driven and proactive • Ability to maintain highest level of confidentiality