

Finance Assistant Job Description for Internship

The Finance Assistant role at Inspira is exciting and challenging, and introduces you to a range of tasks and responsibilities that go beyond a 'standard' management accountant's job. At Inspira, we pride ourselves on being 'more than just a bookkeeper' and often act as our clients' outsourced, in-house finance department. In this role, you could be involved in many aspects of our clients' businesses, from financial strategy to operations and HR too! We tailor our bookkeeping and management accounting solutions individually to our clients and help them to make sensible finance decisions to become more profitable. You can read some client case studies on our website www.inspira-uk.com/our-clients.

With over 60 years of experience, some of our staff have run their own businesses and some have worked as in-house bookkeepers or FD's, so we really understand the importance of excellent finance management for any organisation, from day-to-day transactions to payroll and from month end to annual budgets.

REPORTING TO: Inspira's Directors and Client Managers (on projects)

JOB OBJECTIVE: Manage the bookkeeping tasks assigned to you for a variety of clients to agreed deadlines, and assist by sharing general administrative tasks within the office.

JOB RESPONSIBILITY:

For all client projects you are assigned to work on, be able to;

- Process purchase invoices on accounting software, eg Xero, Sage and QuickBooks (potentially).
- Understand and perform purchase ledger control activities.
- Recommend and make supplier payments where applicable, within agreed sign off levels, as agreed with the client.
- Accurately produce sales invoices, in the agreed format for a client.
- Process payments and receipts on accounting software.
- Undertake sales ledger control and debt collection, as applicable.
- Process petty cash payments and ledger postings.
- Accurately post credit card transactions.
- Produce relevant sales analysis for clients as requested, including charts and comparisons.
- Keep bank accounts reconciled and follow up on unreconciled items with the client.
- Understand and produce monthly bank reconciliations.
- Understand and be able to compile a client's monthly payroll documentation to send through to Inspira's payroll bureau.
- Become competent in the most common payroll rules and regulations.

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- Maintain relationships with clients; receive excellent feedback and represent Inspira in a professional manner at all times.
- Demonstrate strong project management disciplines and attention to detail.
- Be happy to share your accounting and Excel knowledge and best practice with the whole Inspira Team.

Following training and during your internship you may be asked to also carry out the following tasks;

- Produce Quarterly VAT returns and VAT reconciliations, EC Sales and Intrastat.
- Understand the new rules regarding Auto Enrollment and pension requirements for employers (client specific).
- Understand and accurately prepare monthly payroll journals for clients.
- Understand your client's business model, the business sector in which they operate, and any key risk factors and controls, to be able to give general business advice.
- Be able to undertake comprehensive research and analysis for specific client projects as directed by Inspira's Client Managers.
- Maintain all balance sheet control accounts, including prepayments, accruals, deferred and accrued income, other assets and loan accounts, and be able to reconcile and unpick general ledger accounts.
- Understand and maintain a client's asset register, and corresponding depreciation and amortization calculations.

General support in the Inspira office

Be part of the Inspira Team and carry out the following activities when the Business Support team are unavailable;

- Answer incoming calls
- Receive post and deliveries
- Meet and greet visitors to the office
- Share in making the Tea!
- Cover and support on other internal projects as agreed by Inspira's Directors

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PERSON SPECIFICATION

BEHAVIOUR/ATTITUDE

- Demonstrate commitment to Inspira's vision values and principles
- Be a team player
- Demonstrate a 'can do attitude'
- Have the ability to work under pressure and manage conflicting priorities
- Have the ability to work on your own initiative
- Methodical approach and ability to maintain accurate and transparent data systems
- Be willing to take personal responsibility
- Demonstrate excellent inter personal and communication skills
- Ability to thrive in an environment that is fast paced and geared towards achieving results
- Wish to develop your own skills and competence and have the desire to gain a professional accounting qualification

TECHNICAL SKILLS/KNOWLEDGE

- Excellent numeracy and financial awareness
- Attention to detail and accuracy
- Ability to build professional relationships
- Excellent project management, time management and organisational skills
- Good communication skills, both written and verbal.
- Good working knowledge of Microsoft Outlook, and Office, including Word and Excel
- Clean UK driving License (not essential), but be able to travel to clients if required.



Inspira

Breathing life into business

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TERMS AND CONDITIONS FOR FINANCE ASSISTANT

PAY

Starting salary is based on experience and will increase as additional responsibilities are taken on.

HOLIDAY

25 days per annum, plus bank holidays. The holiday year runs from 1st May to 30th April each year. If you start in the middle of the year, your holiday entitlement will be calculated on a pro rata basis.

HOURS

We operate a 40 hour week with flexible hours and time off in lieu.

CAR MILEAGE AND TRAVEL EXPENSES

We pay car mileage for business related journeys and reimburse other travel expenses as applicable.

TRAINING

Inspira operates a three month probationary period and is fully committed to developing all staff to their full potential. On the job training will be provided for all of Inspira's office systems and procedures through out the Induction period and progressed following the successful completion of the initial three months.

Regular appraisals of performance and development needs are carried out to ensure that staff are fully trained to carry out the job they do.

EQUAL OPPORTUNITIES

Inspira UK is an Equal Opportunities Employer.