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Job Description: Part-Time Finance Assistant (2 Days a Week)

Introduction: PBC is a dynamic and growing consultancy offering professional services in Project and Building Consultancy. Our team provides expert solutions across a variety of sectors, including real estate, construction, and property development. We are looking for a highly motivated and detail-oriented Finance Assistant to join our finance team on a part-time basis. This is an exciting opportunity to work in a fast-paced environment where your contributions will be valued and impactful.

Position Overview: We are seeking a bright, intelligent, and proactive individual who can seamlessly fit into our team. The successful candidate will work alongside our part time Financial Controller and will report to Head of Finance and Managing Director.

Key Responsibilities:

1. **Credit Card Transaction Reconciliation:**
   Import and reconcile credit card transactions to Xero, ensuring all expenses are accurately recorded. Resolve any discrepancies or issues in credit card reconciliations promptly.

2. **Posting Supplier Transactions to Xero:**
   Post supplier invoices and transactions from Dext to Xero, ensuring accurate and timely data entry. Monitor supplier accounts and ensure all transactions are recorded correctly. Ensure all suppliers are reconciled monthly.

3. **Expenses & Bank Reconciliation:**
   Posting Monthly staff expenses to Xero and ensuring all monthly bookkeeping is completed by agreed deadline. Assist with daily bank reconciliation.

4. **Debt collection:**
   Assist with debt collection and compile and update monthly Aged Debtors report as per the agreed company template.

5. **Assist with Budget Preparation and Management Accounts:**
   Assisting with the preparation of draft budgets and management account templates for the upcoming financial year. Support the finance team in preparing management account templates and reports.

6. **Preparation of Monthly Cash Flow Forecast (CFF):**
   Assist with the preparation of the monthly cash flow forecast, ensuring it aligns with business objectives and financial goals, ready for review and presentation to the Board.

7. **Year-End Accounts Preparation Support:** Assist with the preparation of schedules and supporting documents for year-end accounts, collaborating with external accountants to meet deadlines.

8. **Additional Tasks:** Provide ad-hoc support to the Finance team for any financial tasks as directed by the Head of Finance and Managing Director.

Skills & Requirements:

- Strong proficiency in **Excel**, including formulas and data analysis.
- Experience with **Xero** accounting software or similar systems.
- Detail-oriented with excellent problem-solving abilities.
- Ability to work independently and as part of a team.
- Excellent communication skills, both written and verbal.
- Previous experience in a finance assistant or similar role is preferred.
- Excellent organisational and time management skills.
- Strong attention to detail and accuracy in all tasks.
- Ability to manage multiple priorities and work under pressure.
- Strong communication skills and the ability to work well in a team.
- High level of integrity and confidentiality.

Qualifications:

- AAT qualification or equivalent is preferred.
- Relevant degree or financial certifications are advantageous.
- Previous experience in a finance assistant or similar role.
- Strong understanding of accounting principles and financial software, particularly Xero and Dext.

Other Information:

- **Salary:** Full time equivalent £50,000 per annum (pro rata for part time role)
- **Location:** The role is based in our office.
- **Reporting to:** Head of Finance and Managing Director.
- **Probationary Period:** 3 months, which may be extended if performance is not ideal.
- **Benefits:** Pension, Cycle scheme, 25 days annual leave (pro-rated for 2 days per week), and discretionary bonus based on performance.

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Application Process: Interested candidates, please submit your CV along with a cover letter outlining your suitability for the role to careers@pandbc.co.uk