



JOB DESCRIPTION

Job Title: Finance Assistant & Cost Analyst
Reporting To: Financial Controller
Department: Finance
Location: Luton

Position Summary:

To provide day to day financial administration support to the Financial Controller as well as analysing production costs and efficiencies to ensure quoted versus actual times are accurate and meet agreed profit margin targets.

Main Responsibilities:

Finance

- Send out customer statements and manage collection of company's receivable and exercise of appropriate credit control
- Input purchase invoice onto Clarion system and import into Opera
- Reconcile Opera accounts payable with supplier statements
- Analyse and post both Barclaycard statements and petty cash payments on a regular monthly basis
- Produce customer status reports on a weekly basis
- Bank all Group Company cheques
- View receipts and record in cash books and Opera
- Post receipts and payments in Opera
- View statements and record payments out
- Record direct debit information and standing orders on Opera
- Set up inter account payments

- Manage petty cash for JSL
- Order foreign currency
- File all timesheets and payslips
- Review timesheets for payroll purposes
- Collate and check time sheets and populate payroll input files
- Provide weekly report to JDS on debtors, allocations, receipts and XRL
- Provide a proactive but sensitive credit control service ensuring customer money is received on time whilst maintaining ongoing effective relationships
- Analyse job costings and quoted versus actual production times to ensure they are accurate and meet agreed profit targets
- Back up to purchase ledger
- Any other tasks that may be required

Minimum Qualifications/ Experience Required:

- Previous similar experience in a finance role an advantage
- AAT/Credit Control qualification desired

Key Competencies/Attributes Required:

- Highly organised and able to manage conflicting demands
- Ability to prioritise
- Attention to detail
- High degree of confidentiality
- Desire to learn