



## **Finance and Office Support Assistant**

Perform Green are a dynamic and exciting young consultancy. We are a small team with big ambitions for growth.

A permanent and full time opportunity has arisen based at our Bristol office, Boxworks at The Engine Shed, BS1 6QH.

Closing date: 7 June 2017.

Applications: email CV to [recruitment@performgreen.co.uk](mailto:recruitment@performgreen.co.uk)

Interviews: will take place on Wednesday 14 June 2017.

## **Working for Perform Green:**

We offer a competitive package comprising base salary (£18,000), 25 days' annual leave plus statutory bank holidays, and membership of the company pension scheme. We operate a performance-related annual salary review and a performance-related bonus scheme based on share ownership. Most importantly, Perform Green is a place to really develop your career and capability with a huge variety of opportunities in a business and consulting environment, and a core and extended team of talented individuals who will coach and mentor you to achieve your ambitions.

## **Qualifications:**

Of graduate calibre, you may have or be working towards achieving a professional qualification in finance. You will have at least 2 years' professional experience and must be able to demonstrate excellent numerical capability, the ability to prioritise and deliver a varied workload, excellent communication and team-working skills.



### **Purpose of the role:**

To provide high quality, accurate financial administration and control; and to provide organisation and administration services to the management team.

### **Principle responsibilities:**

#### **Finance and account administration**

1. Generate client quotes via the accounting system based on information provided by managers and consultants.
2. Generate client invoices based on accepted quotes, work schedules and/or consultant time. Check and issue invoices to clients. Track and reconcile subsequent client payments / remittance against invoices, and work with clients to ensure timely payment or chase overdue payments.
3. Create and administer consultant associate agreements/work schedules and update the relevant time recording systems in line with new client quotes and work schedules. Compliance check and reconcile consultant invoices with time-recorded and agreed work schedules; process for payment via accounting system.
4. Monitor cash flow forecast by adding and updating records of monies in and out.
5. Run monthly Profit & Loss account report.
6. Generate ad-hoc financial reports according to management requirements.
7. Update the Order book when new quotes/proposals accepted by clients.
8. Run and check quarterly VAT reports.
9. Assist with year-end reconciliation process including calculations of corporation tax and annual accounts.
10. Provide administrative and organisational support to the wider team (including Chief Executive Officer, Chief Operating Officer, Head of Business Development), for example, by organising travel, accommodation, meetings and events.



## Person Specification

The role will form an integral part of the business support team by delivering efficient financial administration and reporting. The tasks are varied and demanding and the environment provides the opportunity to set the pace and quality standards for delivery. The role requires an ambitious and enthusiastic individual who is keen to contribute to company growth and to develop their own experience and capability in financial management.

Reporting to the Chief Operating Officer you will be based in the Bristol office and may be required to travel to client and other offices. You will need to demonstrate that you are:

- Highly numerate: able to manage financial administration accurately with a high degree of attention to detail and quality outputs.
- Computer literate; previous experience of using accounting software is essential ('Xero' is the current accounting system).
- Able to rapidly and effectively adopt new web-based or mobile-based solutions, such as time-recording systems and other web-based tools (e.g. docusign), identify process improvement and implement efficiencies in processing transactions.
- Have excellent communication skills: able to clearly, professionally and confidently communicate in written and spoken forms to senior managers, consultants and clients.
- Strong organisational and administration skills; able to work unsupervised, prioritise workload and develop and embed effective operating procedures.
- Ambitious to learn, develop own professional skills and contribute to business growth.