

## Job Description

**Job title:** Finance Assistant/ Accounts Assistant

**Team:** Finance

### What it's about:

You will be responsible for assisting the Management Accountant and Purchase Ledger Assistant in daily tasks to ensure the smooth running of the finance department. This will involve a mixture of sales ledger and purchase ledger duties. The role can/or will develop over time and depending on the candidate it may lead to further responsibilities and opportunities in the long term.

### Reporting To:

Management Accountant

### Genie Ventures Pay structure:

This role sits in Band 4 of Genie Ventures Pay Structure

Job role (level) > Executive:

**REMIT:** Roles in this Band are likely to work within clearly defined processes carrying out important business tasks as well as typically carrying out mini projects and activities within a functional or specialist area. Externally facing roles will involve some direct communication with customers (or equivalent), mainly reporting, updates, or first line for customer queries.

**RESPONSIBILITY:** Will receive and respond to everyday enquiries and provide appropriate and timely support

**AUTONOMY:** Role holders will typically consult with their line manager to plan how to achieve objectives and then have the autonomy to decide how their time will be spent to execute the tasks (within parameters set by the manager).

**COMPLEXITY:** Problem solving may require some research, there will usually be a limited range of solutions, but most issues will be familiar ones. Decisions will be operational and typically follow a logical process or set of guidelines.

Typical roles might include junior technical or functional specialists, junior account managers, administrators/coordinators.

### What you'll do:

#### Key responsibilities / Tasks:

- Sales invoicing processing
  - Issuing customer invoices
  - Working with a range of customer types and helping to solve any invoice queries that arise
  - Self billing invoices from Affiliate networks
  - Assisting with intercompany sales invoices
- Key Customer Accounts Reconciliation
  - Ensuring invoices raised are matched with payments received.
- Credit Control
  - Run credit checks using Coface portal with continuous update of new clients and existing credit limits

- Actively manage any credit control issues and escalate as appropriate
- Ensure credit control procedures are followed
- Purchase ledger
  - Assisting with posting of purchase invoices
  - Assisting with intercompany purchase invoices
  - Assisting with monthly employee expenses process - Use of Concur system.
  - Assisting with posting of bank transactions
- Assisting the overall finance team in other duties as required

**Place of Work:**

- Cambridge/Home

**Hours of Work:**

- Full Time 37.5 hours or Part time depending on candidate

## Person Specification

Who we're looking for:		
Criteria	Description	Essential or Desirable
<b>Experience</b>	<ul style="list-style-type: none"> <li>● Experience in a similar role</li> <li>● Proficient user of Sage 50 or other accounting systems.</li> <li>● Experience of dealing with customer, supplier and internal queries.</li> <li>● Proven experience managing all aspects of credit control</li> <li>● Exposure to basic knowledge of VAT rules.</li> </ul>	Essential  Essential  Essential  Desirable  Essential  
<b>Skills</b>	<ul style="list-style-type: none"> <li>● Intermediate level IT Skills in Word and Excel ideally including VLOOKUP and Pivot tables</li> <li>● Strong organisational skills</li> <li>● Proven ability to manage and coordinate tasks to meet reporting deadlines</li> <li>● Good communication skills - both verbal and written</li> </ul>	Essential  Essential  Essential  Essential

	<ul style="list-style-type: none"> <li>Confident in liaising with internal and external stakeholders</li> </ul>	
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>Studying towards AAT or accountancy qualification.</li> </ul>	Desirable but not essential
<b>Genie Behaviours</b>	<p><b>Smart</b></p> <ul style="list-style-type: none"> <li>Intelligent</li> <li>Imaginative</li> <li>Inquisitive</li> </ul> <p><b>Great attitude</b></p> <ul style="list-style-type: none"> <li>Motivated / driven</li> <li>Passionate</li> <li>Serious / focussed</li> <li>Respectful</li> </ul> <p><b>Get things done</b></p> <ul style="list-style-type: none"> <li>Planning</li> <li>Teamwork</li> <li>Adaptability</li> </ul>	<p>Essential Essential Essential</p> <p>Essential Essential Essential Essential</p> <p>Essential Essential Essential</p>
<b>Job Specific Behaviors</b>	<ul style="list-style-type: none"> <li>Personal Integrity &amp; Confidentiality</li> <li>Able to work independently?</li> <li>Logical, numerate and methodical</li> <li>Good attention to detail</li> <li>Flexible approach to work and will embrace new challenges</li> </ul>	<p>Essential Essential Essential Essential Essential</p>

### Who we are:

Genie Ventures is an ambitious internet business responsible for a network of fast-growing e-commerce sites. We are challenging the tired, standard model of CPM advertising and are masters of building and retaining traffic and turning this traffic into cash. We are market leaders with our Broadband Genie, Office Genie and Genie Goals services and are currently planning our next wave of growth.

Working for Genie Ventures is a fantastic opportunity to get involved with a successful, profitable, growing company at an early stage (we've been going ten years and retain all the fun elements of a startup but with a proven record behind us). We have an entrepreneurial, target-oriented culture and a talented team and – provided you're prepared to work hard and get involved – we'll give you plenty of freedom to succeed and plenty of responsibility. We have a proven track record of making money online, we're ambitious, we want to succeed and we want the best people to join us.