

## Finance Assistant

### **Salary**

£23,500 - £28,000 per annum full time salary (this will be pro-rata, depending on agreed contracted hours). We are open to a 22.5 - 30 hour per week, worked across 3-4 days per week.

### **Contract**

Permanent.

### **Location**

Preference for a base at our Bristol office with hybrid working available. We are also open to applications from remote (UK based) candidates, requiring monthly visits to our Bristol office.

### **About Resource Futures**

We want to create a future where organisations, people and communities can thrive using material resources.

Resource Futures is an organisation accelerating the shift towards a circular world: putting restorative practices of reuse, repair, recycling at the heart of the fight to address the climate crisis. We help governments, businesses, NGOs and non-profits embrace regenerative change and rebalance their relationship with resources.

We are non-profit-distributing and have a close-knit team of 50+ trusted employees who collaborate across various areas of the business. Our multi-disciplined and connected approach sets us apart from the competition and enables us to build robust solutions that have a meaningful impact in the world.

We are passionate not only about what we do but how we do it, and we're proud to be a part of the global B Corp movement to use business as a force for good. Employee-owned and independent, we're all about helping each team member grow, and together striving towards our goal of creating a sustainable world.

### **The opportunity**

We have an exciting vacancy in our Finance team for someone who would like to grow and develop into the finance profession. This is a fantastic new opportunity for an enthusiastic person, who may be currently training for bookkeeping finance qualifications (e.g. AAT, ) or planning to start training for a career in finance. If you have a positive "can do" attitude, excellent attention to detail, previous experience of assisting in finance tasks and self-motivation to learn, we would love to hear from you. You will be trained on company processes and procedures, and supported by our Finance Manager in ongoing development of your skills.

Our Core Services team works across the business covering Head Office functions including Finance, Human Resources, Business Systems and Marketing. You will be part of

a small and friendly team, in an ethical SME, assisting the Finance Manager in delivering smooth financial operations and contributing to the overall success of the business.

### ***What you will be doing***

- Processing weekly temporary staff payroll, including setting up new starters on QuickBooks Advanced payroll and completing payroll journals.
- Running payroll reports and payments through internet banking.
- Processing temporary staff auto enrolment pension contributions.
- Processing staff expenses through our project management software CMap, and importing into QuickBooks.
- Managing petty cash.
- Paying expenses and purchase invoices on QuickBooks in a timely manner.
- Responding to finance enquiries and producing reports for colleagues as required.
- Online banking authorisations as required.
- Processing accounts receivable remittances.
- Assisting with sales and purchase ledger functions on CMap and pushing to QuickBooks.
- Pulling purchase, sales and expense information from QuickBooks back into CMap.
- Reconciling QuickBooks accounts.
- Administrative duties to support the smooth running of the Finance deliverables, including filing and scanning.
- Assisting in improving financial systems and procedures.
- Undertake any other tasks as requested by the Finance Manager.
- Learning all of Resource Futures' financial systems over time to support the Finance Manager in providing a holistic and effective finance function for the company.

### ***The essentials***

- Previous experience in a Finance Assistant or a similar role.
- Knowledge of relevant financial software.
- Excellent MS Excel skills.
- Highly numerate with an ability to spot numeric errors.
- Methodical and accurate, with an ability to collate and present error-free information and reports.
- Ability to multi-task and prioritise effectively.
- Strong organisational and problem solving skills.
- Good written and verbal communication skills.
- Ability to work as part of a team and independently.

### ***Great to have***

- Experience of QuickBooks.
- Knowledge of a project management software (e.g. CMap).
- Experience in running a payroll.

- Purchase ledger knowledge.
- VAT knowledge.
- Experience in sales ledger and expense claims.
- Working towards AAT or other existing finance qualification.
- Book-keeping qualification.

### **Benefits**

- Embedded flexi working culture.
- 25 days annual leave, plus bank holidays, each year (pro rata for part-time hours) - flexibility to work or use some bank holidays for annual leave.
- Paid volunteer time each year (a full day for those working 19 hours or more per week, half day for those working up to 18.75 hours per week).
- Enhanced maternity and paternity pay.
- Enhanced sick pay.
- Scottish Widows pension plan - the company will match up to 7% of your contribution.
- Group life assurance cover.
- Healthcare portal offering 24/7 GP access, mental health support, wellbeing advice, financial and legal guidance.
- Mental health and wellbeing group with trained mental health first aiders and responders, maintaining a focus on support for our team.
- A cycle to work scheme for all and on-site showers at the Bristol office.
- Home and tech scheme - costs at Currys and Ikea spread across 12 months, and up to 10% savings.
- On-site charging points for electric vehicles at the Bristol office.
- Paid professional membership such as CIWM or IEMA.
- An opportunity to become a company member, contributing to decision making and the future of our business.
- Consultative Group - a group of employees providing an anonymous vehicle for employee voice, raising issues, proposing changes and engaging senior management.
- Regular line manager 1:1s and performance reviews, with opportunities to discuss and build targets that inspire and push you professionally.
- Annual training budget to ensure continued progression and development, as well as regular internal 'Lunchtime Briefs' and other sessions to share skills and knowledge across all roles.
- Two annual team activity days, each followed by evening socials.
- Green and accessible Bristol office, surrounded by nature, and close to the harbourside.
- Accessible central Glasgow office close to local public transport links.
- An opportunity to join a friendly, fun, professional, challenging, and supportive place to work, and a team that is collectively focused on making a positive impact.

Resource Futures is an equal opportunities employer. We strive to create a working environment where everyone can make best use of their skills, free from discrimination or harassment.

We celebrate difference and encourage everyone to join us in being themselves at work. We pride ourselves on working flexibly to enable our people to take care of their mental health and maintain a good life-work balance.

We are Disability Confident and a Living Wage employer, and our hiring decisions are based on merit, qualifications, and business needs.

We recruit and treat everyone with equality and respect regardless of age, disability, gender, gender reassignment, marital or partnership status, pregnancy or maternity, race, colour, nationality, ethnic or national origin, religion or belief, sex, or sexual orientation. In line with the expectations set out in our Equality, Diversity and Inclusion policy, we place an obligation upon all of our people to respect and act in accordance with this statement.