



marketing solutions that really work

Job Title: Finance Assistant

Department: Finance

Reporting to: Financial Controller

Salary: £18,000 – 21,000

The Company:

Panovus is a growing marketing agency that offers a new approach to solving complex marketing challenges using a mix of branding & creative, demand generation, data & insight and programme management. We help our clients to create, renew, and communicate their brand through an integrated approach to marketing communications.

The Role:

Reporting to the Financial Controller the Finance Assistant will be pivotal to maintaining an efficient and accurate Accounting function.

Key Duties:

- To support the Financial Controller within the Finance Department
- Process purchase invoices and expense claims and obtain appropriate approvals
- Responsible for supplier payment runs and dealing with supplier queries
- Responsible for smooth running of internal purchase order system ensuring costs recharged to client where appropriate
- Management of weekly timesheet reporting process including utilization reporting
- Assistance in review and analysis of actual project spend against budget
- Responsible for monthly sales invoicing including update of invoice to client portals and factoring website
- Credit control duties including issuing customer statement and liaising with factoring company
- Responsible for update of daily transactions to Sage 50 Accounts
- Monthly bank reconciliations and factoring account reconciliations
- Assisting in month end reporting and balance sheet reconciliations
- Administrative duties including stationery orders and facilities management
- Ad hoc duties as and when required by the Financial Controller

Key Skills:

- Previous experience working within a Finance role of a small company
- Studying for an accountancy qualification (AAT/CIMA/ACCA/ACA)
- Experience of Sage 50 Accounts ideal but not essential
- Strong Microsoft excel skills advantageous
- Good organisational and administrative skills
- Excellent attention to detail

The Person:

- Excellent communication skills both written and spoken
- Good time management skills and the ability to prioritise and manage a heavy workload

If you are looking for a challenging career, to make a move and make a difference within a growing agency, and join us on our journey, please send a covering letter along with your CV.

Panovus is an Equal Opportunities Employer.