



Job Description

Title: Finance Assistant
Reports to: Finance Manager
Based at: 30 Park Street, London, SE1 9EQ

THE COMPANY

The Institute of Chartered Shipbrokers is the professional body for all members of the commercial shipping industry worldwide. The Institute was founded in 1911 and awarded a Royal Charter in 1920. The Institute of Chartered Shipbrokers sets and examines the syllabus for membership, providing the shipping industry with highly qualified professionals. We have 25 branches in key global positions and over 4,000 Members and Fellows.

THE ROLE

We are looking for a proactive Finance Assistant to join our team taking control of all the transactional duties. This role will suit to a motivated and confident Finance Assistant, who is capable of handling a busy and varied role within a friendly and social environment.

Reporting to the Finance Manager, as a member of the Finance department team will have crucial role of assisting the financial accountability. The main responsibility is to provide an effective, accurate and reliable source of assistance for the finance team.

KEY RESPONSIBILITIES

- Processing sales orders and sales invoices
- Setting up new suppliers in Sage
- Managing monthly aged trade creditors report and providing commentary
- Processing supplier invoices and employees expenses
- Ensure sales orders are reconciled to the database
- Preparing weekly BACS payments
- Identifying and allocating online receipts and receipts received from branches
- Answering enquiries (finance inbox, telephone)
- Credit control
- Stock control and reconciliation
- Co-ordinate and perform monthly stock counts presented to the Finance Manager

- Ensure orders are handled and co-ordinated and that deliveries to members/students arrive as scheduled
- Liaising with Education and Membership department and helping when needed
- Assisting with the month end process and year-end audit
- General assistance on management regarding database systems in a proactive way, ensuring reliability, security and effectiveness
- Perform ad hoc duties and administrative work within ICS when required

ESSENTIAL SKILLS

- Minimum of one year's experience in a similar role within a SME environment
- Strong numeracy skills
- High attention to detail and ability to meet deadlines
- Excellent interpersonal skills - to deal with students, Members, Fellows and external contacts
- Eager to learn and a team player
- Good understanding of Microsoft Excel, Outlook and Word
- Experience with Sage 200 is advantageous, but not essential

PACKAGE

- Competitive salary
- 25 days of annual leave
- Pension scheme
- Annual travel card loan
- Childcare vouchers
- 9am to 5pm work day