

Job title: Finance Assistant	Team: Finance
Reports to: Finance Team Leader	Location: Gateshead
<p>Job purpose: The Finance Assistant is responsible for specific finance processes as well as contributing to team outputs, ensuring daily, weekly and monthly deliverables are met. Acting as a first point of contact, the role holder responds to internal and external enquiries, troubleshoots as required and takes accountability for reaching a resolution.</p> <p>Although the primary focus of the role is with Bloom, the role also has accountability for the activities within the sister company, V4 Services, and the parent company, V4 UK Holdings Limited.</p>	
<p>Key accountabilities:</p> <ul style="list-style-type: none"> • Ensure that allocated tasks are completed against agreed timelines, through the finance task rota, including: <ul style="list-style-type: none"> ○ Credit Control ○ Purchase Ledger ○ Sales Ledger • Work with the wider Finance Team to ensure month end reporting deadlines are achieved • Ensure all customer enquiries are dealt within in an efficient and timely manner by: <ul style="list-style-type: none"> ○ Keeping up to date with allocated enquiries ○ Following the customer charter ○ Attending internal cross functional meetings to aid resolutions and improve understanding of challenges faced by customers or colleagues • Always challenge the status quo, identifying ways to improve the way we do things, with a view to making life better for your customers or colleagues • Work collaboratively with other customer facing teams such as Customer Development and Operations, reflecting a “One Bloom” mentality 	<p>Skills, know-how and experience:</p> <p>Essential:</p> <ul style="list-style-type: none"> • Behaviours that are displayed in line with our Company values and always strives to deliver an outstanding customer experience • Experience of working in Finance in a customer facing role answering a high volume of queries (internally and externally), with a solution focused attitude • Experience of using Finance systems • Ability to prioritise, remain organised, and pay attention to detail, whilst maintaining customer commitments in a fast-paced environment • Ability to adapt and learn new tools and techniques, and willingness to embrace opportunities for change • Excellent written and verbal communication skills, with the ability to influence and persuade others effectively at all levels • Competent on IT systems with a quick learning attitude <p>Desirable:</p> <ul style="list-style-type: none"> • Knowledge of Exchequer finance system

Job Description

- Support where required on the processes surrounding the integration of the finance system with the procurement system, troubleshooting and reaching resolutions

Technical / professional qualifications:

- AAT level 2/3 would be highly advantageous

Direct reports:

- none