



Financial Operations Assistant

Role Brochure



my finance function



Welcome to My Finance Function

Our purpose at My Finance Function is simple: to provide a full finance function to owner-managed businesses to create a cost saving compared with hiring an in-house finance team.

We are blazing a trail in the accountancy industry in the way that we operate, and our primary focus is being a genuinely vital part of our clients' businesses by operating as an extension of their internal team, and working closely with them to provide the absolute best advice.

We don't operate as a traditional accountancy firm, but our foundations are built upon all of the same qualities.

Day-to-day walkthrough of the role



You will work as part of a team who is responsible for a portfolio of clients, whose businesses you will ultimately get to know inside-out, as if you were an essential part of their internal finance team.

It will be your responsibility to ensure that your clients' books and records are always kept as up-to-date as possible and are ready for their management information pack to be prepared after the end of each month.

You will be afforded the freedom to devote an ample amount of time to each business you work with, to ensure that you can contribute to MFF delivering a high-quality level of service.

You will be responsible for general accounting and finance function tasks for a variety of businesses, including processing invoices and expenses, 'finance@' email inbox management, liaising with internal members of clients' teams to resolve queries, raising and sending sales invoices, and reconciliations of key accounts.

This role is very much a unique and exciting blend of traditional accounting practice responsibilities and an industry finance role.

**Attention to
detail**

**Confident and
personable**

**Commercial
thinking**

Candidate profile

A concrete understanding of basic bookkeeping processes will be necessary to enable you to play a role in keeping the books and records up to date for the businesses you work with.

The ideal candidate will take pride in producing accurate work, maintaining high standards and delivering an exceptional client experience. You'll be naturally curious and enjoy understanding how businesses operate, rather than simply processing transactions. You'll be comfortable communicating with business owners and colleagues, asking questions when something doesn't look right, and taking ownership of tasks from start to finish

You should be able to manage multiple priorities, adapt quickly to different client requirements and remain organised under pressure. Experience working with cloud accounting software such as Xero or QuickBooks would be advantageous.

However, attitude, attention to detail and a willingness to learn are just as important as technical experience.

Essential skills & knowledge

- Conscientious and organised, must be able to prioritise and organise workload to work to tight deadlines
- Confident and personable
- Hard-working, trustworthy and diligent, must have good attention to detail and take pride in presenting accurate work
- Clear written and verbal communication, especially when dealing with client queries
- Must have a solid understanding of bookkeeping principles
- Experience processing sales/purchase invoices, bank reconciliations, and supplier/customer payments
- The ability to manage multiple priorities and deadlines
- Have experience managing bookkeeping for multiple clients



Desired qualifications & experience

- AAT training with 1+ years' experience within an accountancy-based role
- GCSE's in English and Maths at Grade 5/B or above
- Full UK driving licence

Duties will include

- Inputting accounting data from invoices and receipts using software such as Dext
- Assisting with transaction confirmation and reconciliation using software such as Quickbooks and Xero
- To research and learn to effectively implement & use the accounting softwares which are available in the market which may be of use to our clients
- To subsequently be able to identify opportunities to increase the efficiency of our clients' bookkeeping processes or our own internal bookkeeping processes using such software
- Ensuring that accounting records are complete and up to date on a regular and timely basis for the clients which you are involved with
- To carry out the monthly/quarterly bookkeeping responsibilities for a portfolio of clients, including processing invoices and expenses, bank reconciliations, VAT reconciliations and accounting journals
- Managing items from an 'accounts@' inbox, such as identifying and processing purchase invoices, and responding to our clients' customer/supplier queries
- Liaising with clients in person and via email, telephone and video calls when necessary



Role overview, remuneration & benefits



Contract length:	Permanent
Hours of work:	37.5 hours per week, 8:30am to 5:00pm Monday to Friday
Location of work:	Our head office is based in Nottingham City Centre. Occasional travel to clients' premises will be required
Office-based, hybrid or remote:	Office-based
Starting salary:	Circa £26,000 - £30,000 pa, dependent upon experience
Holiday allowance:	Enhanced holiday entitlement of 33 days pa
Other benefits:	Free City Centre parking Company-wide trips to industry events Regular Company-wide team social events Office closure over Christmas period



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The opportunity

We're forward-thinking and innovative; we're not just any old accountancy firm.

Our unique model affords our people the experience of an industry accountant, whilst being underpinned by the support of an ICAEW accountancy practice.

Ready to be part of something different? Let's shape the future of accountancy together.

How to apply

To apply for this role, please send your CV and cover letter to: info@myfinancefunction.com.