

<b>JOB POST: External</b>	
Job title:	Finance Assistant
Division:	Finance, UK Based
Reporting to:	Finance Director, EMEA
Contract Type:	Permanent, full-time (flexible and part time working considered)
Location:	Remote

## About Us

At Talking Talent, we believe that to build a diverse, inclusive, and equitable workplace, people need to change their behaviours, for good. And this starts with a sophisticated, tailored coaching-led approach.

Whether it's facilitating safe communication, guiding talent through career-life transitions, or helping systemically oppressed and underrepresented groups into senior leadership roles, our customised coaching programs fuel success for the people within the organisations we support.

For almost 20 years we've helped some of the world's biggest brands build inclusive, fair, and opportunity-filled work environments. The kind of work environments you'd want for yourself and the people you care about. Our mission is to help those companies develop an actively inclusive workplace culture where everyone feels that they belong and can thrive.

## Role summary

We would like to recruit a Finance Assistant to join a small busy and friendly team. This role is ideal for someone eager to be an essential part of a dynamic team, supporting day-to-day accounting operations, gaining hands-on experience, with study support, and building a solid foundation in your future in finance.

## What you'll be doing

- Processing and reconciling supplier invoices
- Accurately managing accounts payable, ensuring timely and accurate payment processing
- Review and process employee expense reports, ensuring adherence to company policies
- Reconciling bank accounts and credit card balances
- Data Entry and record maintenance in finance system
- Month-End Support: Assist Management Accountant in month-end closing activities, including preparing reports and updating financial records
- Perform ad hoc administrative and financial tasks to support the finance team and business operations

### Must haves for the role:

- AAT (part) qualified, or interest to study AAT
- 1 year experience of working in account payables
- Exceptional communication skills and an ability to communicate well with suppliers and navigate across all organisational levels
- Self-starter and able to work independently and within a team with minimum supervision
- Well organised, accurate and with good attention to detail.
- Quick to learn with appetite to develop skills
- Comfortable working remotely with monthly Face-to-face team meetings (Oxfordshire) and quarterly global team connections (London/Oxfordshire)
- A passion for the work we do and a strong interest in DEI industry trends, market dynamics, and customer behaviour
- Available to start January 2025
- Proficient with Microsoft Office, particularly Excel (with ability to do VLookUps and Pivot Tables independently)

### What we can offer:

We offer a range of benefits including:

- Salary range £26,000 - £29,000
- Discretionary annual bonus eligibility
- Pension scheme
- 25 days holiday (FTE) excluding Bank Holidays
- 6 days wellbeing leave (FTE)
- Flexible working
- Employee Assistance Programme
- Remote working
- The opportunity to experience and contribute to the success of a fast-growing, PE backed organisation.

Talking Talent is an Equal Opportunity Employer. We provide equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, religion, sex, disability, sexual orientation, age, marital status, maternity and pregnancy and gender reassignment.