

## JOB DESCRIPTION

<b>Finance Officer</b>
<b>Job Type: Full-Time</b> <b>Location of Office: Edinburgh City Centre (EH2)</b> <b>Salary:</b> Competitive basic salary (depending on experience) <b>Hours of work:</b> The hours of work are 37.5 per week 08:30 – 17:00 <b>Work Location:</b> “We would welcome applications from high-quality, experienced candidates seeking a life-work balance - with opportunities for flexible working hours and some remote working.”
Grant McGregor is an awarding-winning, leading Managed Service Provider of IT services. Established in 2000, Grant McGregor Ltd has grown from strength-to-strength.  We are looking to recruit a Finance Officer to provide high quality financial, administrative and clerical services to ensure effective, efficient and accurate financial and administrative operations. We are looking for an enthusiastic individual who can work effectively and can demonstrate excellent personal organisational skills.  You will be able to work independently and manage your own workload with tasks occasionally coming from multiple teams at the same time. You will also be able to build trust and rapport quickly and clearly see the best ways to fit in to and help.
<b>Essential Duties and Responsibilities:</b>
<ul style="list-style-type: none"><li>• Processing of all day-to-day Financial Transactions into Xero Accounts Application</li><li>• Customer Ledger, Invoicing, Statements and Credit Control</li><li>• Purchase Ledger, Order / Bills Processing, (light) Stock Management</li><li>• Processing employee expenses &amp; Credit Card transactions</li><li>• Preparation of PAYE &amp; Pension Information for Bureau</li><li>• Maintaining accurate, high quality financial records and files</li><li>• Follow Weekly / Monthly / Annual end procedures, banking, reconciliations and journals</li><li>• Management of Financial Client &amp; Supplier information to on-board and maintain accuracy</li><li>• Assist in the preparation of monthly management accounts and budgets</li></ul>
<b>Additional Duties and Responsibilities:</b>
<ul style="list-style-type: none"><li>• Additional duties when required to support the Directors &amp; Management Team</li><li>• Assist Operations to develop Financial Procedures, Processes &amp; Checklists</li><li>• Plan and prioritise work to ensure that deadlines and targets are met</li><li>• Develop &amp; maintain knowledge / skills. Keep up to date with new processes, procedures and developments</li><li>• Recommend and action potential areas for improvement in Finance function</li><li>• Ability to work in a team and communicate effectively</li><li>• Continually seek opportunities to increase customer satisfaction and deepen customer relationships</li></ul>
<b>Knowledge, Skills, and/or Abilities Required:</b> To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
<ul style="list-style-type: none"><li>• Professional qualification desired (AAT, ACCA, CA), however qualified by experience will also be considered.</li><li>• Soft Skills, Customer Service (Interpersonal skills: such as telephony skills, communication skills, active listening and customer-care)</li><li>• Ability to adapt to changes quickly; Self-motivated and self-disciplined, you remain calm under pressure and you are a capable and tenacious problem-solver.</li><li>• Experience of standard accounting practices and processes</li><li>• Solid understanding of General, Sales &amp; Purchase Ledger Accounts</li><li>• Experience of using the Xero accounts application would be an advantage.</li><li>• Unquestionable integrity and discretion in handling and processing sensitive and/or personal data</li></ul>

- Attention to detail and an innate ability to finish tasks completely
- Microsoft Office experience especially with Excel, Outlook and Word
- Previous experience with an SME / Service Company would be an advantage
- Typing skills to ensure quick and accurate entry of details
- Team player, you will thrive in a collaborative environment and will contribute fully to the success of your team

**Benefits Included:**

1. Full Private Medical Insurance
2. Contributory Company Pension Scheme
3. Incremental Leave Allowance from 29 days per year (pro rata)
4. Employee Assistance Programme
5. Training to attain certifications
6. Online learning
7. Annual Pay Progression
8. Celebrate Your birthday day off
9. Corporate social responsibility day off
10. Healthier workplace
11. Perks@Work voucher scheme.

For more information Visit <https://team.grantmcgregor.co.uk/>