

Finance Assistant, Uxbridge UK (Hybrid)

About the role

You will provide administrative assistance to the Finance team to meet the financial obligations and objectives of the business and deliver continuous process improvements.

Key responsibilities

- Check and scrutinise invoices for accuracy
- Monitor and maintain staff mileage
- Establish and maintain filing systems as appropriate
- Maintain an inventory of all fixtures, capital and fittings
- Raising and checking a high volume of purchase invoices, and inputting into Quickbooks
- Create, send, and follow up on invoices
- Prepare weekly payment runs for approval
- Posting, checking and reconciliation of staff expense claims
- Help to oversee and manage individual accounts
- Reconcile any discrepancies or errors identified by communicating with employees and/or clients
- Adhere to the company's financial policies and procedures
- Answer queries and assist stakeholders, customers, and clients as needed
- Suggest changes or improvements to increase accuracy, efficiency, and cost reductions
- Organising senior management and external meetings
- Procuring goods and services
- Provide ad-hoc support for the Finance team as required
- Deputise on behalf of other members of the Finance team

Qualifications, Experience and Skills

- Proficient user of Quickbooks
- Strong numerical skills and attention to detail
- Efficient and organised
- Good communicator and team player
- Self-motivated and proactive
- Strong Microsoft Office skills (including Excel Pivot tables and V lookups)

Personal Attributes

The Tollring corporate values are: Teamwork, Energy, Integrity and Performance. You will be representative of these corporate values:

- A good team player with a 'can-do' positive attitude, who can use initiative
- Possess excellent attention to detail and take pride in the quality of your performance
- Clear communicator, both written and verbal, with excellent interpersonal skills
- Adaptable, accountable and results-oriented with a customer service approach



You can expect

- Salary range up to £25,000 per annum
- 10% discretionary bonus scheme
- 22 days' holiday increasing every year up to a maximum of 25 days
- Company pension scheme, group life assurance, group income protection, employee assistance programme (EAP)
- The role is full-time 9am until 5.30pm Monday to Friday with flexibility to work from home on agreed days of the week
- The support and encouragement you need to grow and a team where knowledge is shared openly

About Tollring

Tollring is a market leading software developer providing data visualisation and business intelligence tools that help manage, understand and control a wide array of communications information, resources and assets.

With offices in the UK, the USA, India and Australia, Tollring specialises in business communications analytics, call recording solutions, telecoms expense management and fraud management systems for network carriers and CSPs. Our innovative solutions are developed in-house and distributed via an extensive channel partner network to over 31,000 businesses globally.