

Finance Assistant

Reporting to: Finance Manager

Salary: Up to £,30,000p.a (depending on experience)

Location: Bristol

About the role:

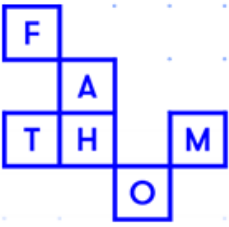
Fathom is looking for a Finance Assistant to join our fast-growing business based in the heart of Bristol. We are developing global flood risk models and our vision is to become the world leader in the provision of water risk intelligence.

You will be part of a small Finance team assisting the Finance Manager with all areas of accounting and finance, including Purchase ledger, Sales ledger, expenses and any other duties required by the team. In the interim, you will also be expected to assist with various general administrative duties.

The role is permanent and full time. There is a requirement of being in the Bristol office around 2/3 days a week.

Accountabilities:

- Undertake daily bank reconciliations
- Maintain the Sales ledger, preparing and sending invoices to clients
- Maintain the Purchase ledger, ensuring accurate posting of all invoices
- Produce weekly Accounts Receivable reports for the sales team
- Process Expense claims, adhering to policy guidelines
- Update and maintain financial data in the accounting system
- General administrative tasks to include:
 - Booking travel and accommodation for company employees
 - Ordering office supplies as/and when required



- Assisting in the induction of new employees

What you will need:

Relevant experience / skills:

- AAT qualified with a good working knowledge of accounting and bookkeeping procedures
- Strong working knowledge of MS Excel
- Organisational and time-management skills
- Methodical with excellent attention to detail
- Good communication skills both written and verbal

Education:

- Min degree level, ideally in Marketing or something similar

Preferable :

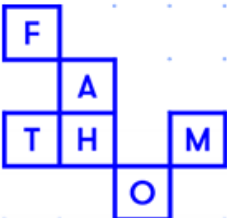
- Experience working within B2B

Essential behaviours:

- Self-motivated
- Analytically driven
- Team player
- Inquisitive

What you'll receive:

- Private Medical Insurance
- Group Life Assurance
- Group Income Protection
- Health Cash Plan
- Dental Insurance



- Enhanced Family Policies
- Pension Contributions Matched Up To 10%
- 28 Days + Bank Holidays
- Subsidised Gym Memberships
- Access To Mental Health Cover and Support
- Training and development opportunities
- Flexible working practices (outside of COVID)

What next:

If this sounds like a role you would like to explore, please email your CV to careers@fathom.global and we will get in touch.