

JOB DESCRIPTION

Title of Post: Finance Assistant
Hours: 37.5 hours per week, Monday - Friday
Location: Fitwise Head Office, Bathgate
Responsible to: Director of Finance

About the role:

Reporting to the Director of Finance you will be responsible for providing finance support for a range of clients and events.

About Fitwise:

Fitwise is an award-winning healthcare association management and professional conference organiser. This is a fantastic opportunity to join Fitwise at an exciting stage in our evolution and to develop your career in a dynamic and fast-paced environment within a small and friendly team.

Main Duties and Responsibilities:

- Processing of sales and purchase invoices
- Posting journals
- Daily banking, completing payment allocations and monthly reconciliations
- Preparing and processing weekly and monthly BACs payment runs
- Reconciliation of ledgers to external system reports
- Credit control for client and events sales ledger
- Answering email and telephone queries
- Working as part of the Finance Team to provide excellent finance support to Fitwise and its clients

Skills / Knowledge and Qualifications:

Required:

- Previous experience in a finance assistant role (2+years)
- Experience of working with an accounting system e.g. SAGE, Xero or Quickbooks
- Strong MS Office experience, particularly excel skills
- Strong written and verbal communication skills
- A people person with good team working skills
- Pro-activity to identify and creatively solve problems
- Qualified to minimum of Higher level or equivalent including English and Maths

Desirable:

- Ideally qualified to HNC level in Accountancy
- Experience of SAGE Line 50

Working Environment:

The post holder will be predominantly office based at Fitwise Office in Blackburn House, Seafield, West Lothian although may be required to attend occasional offsite client meetings. The post will require occasional work outside normal working hours including evenings and at weekends.

This job description is not meant to be definitive and may be amended from time to time to meet the challenging needs of Fitwise Management Ltd and the needs of the Finance Department.