

At H2O, the Finance Team are responsible for partnering with the business to ensure effective and accurate management of all corporate costs, encouraging transparency and regular assessment of expenditure to get the best return for the business.

Reporting directly to the Financial Controller and working alongside the current Finance Team Members, this role offers a great opportunity to take ownership of essential Finance tasks, add value to a fast growing business, and gain broader exposure to all aspects of Corporate Finance within Asset Management.

Key responsibilities of this role will include:

- Managing the accurate administration and processing of all employee expenses within the agreed processing guidelines.
- Ownership of all corporate card monthly reconciliations, ensuring all expenditure is accounted for and all costs are correctly coded.
- Processing all purchase invoices and ensuring all costs are correctly posted within the Finance system.
- Acting as a co-ordinator within the team, chasing up information and documents from the wider business as required.
- Acting as a point of contact within the Finance Team and handling any queries relating to your areas of responsibility. E.g. providing information to business units or auditors.
- Supporting the wider team with project work and ad-hoc tasks as your knowledge and experience develop.
- Proactively identifying and developing working practices to improve performance and efficiency of the team.

Interested? If you have some of the below attributes and experience we'd love to hear from you!

- Proficiency in using Microsoft Office – Word, Excel and Outlook.
- Practical, common sense approach.
- Helpful, can do attitude.
- Highly numerate, comfortable working with numbers.
- Excellent written and spoken English.
- Strong interest in a long-term career in Finance.
- Desirable but not essential - experience working with Sage Accountancy Software.