

WANT TO BE PART OF THE YELLOW FISH TEAM?

Finance Assistant

Finance Assistant.

We are looking for....

Yellow Fish are looking to recruit a new Finance Assistant to join the Internal Operations team, the engine room of Yellow Fish who are responsible for everything financial, people and the general day to day running of the office.

This role will specifically support our finance manager on a day-to-day basis. We are open to different levels of experience as it is essential for us to get the right person for this role; we are therefore willing to discuss a flexible working arrangement between 3-5 days per week depending on experience.

This will be a busy and challenging role to make your own and will encompass a wide range of tasks from day-to-day processing of the company's accounts payable and accounts receivable, to general accounts assistance.

We operate a Hybrid Working model therefore you must be able to work flexibly and to attend the Brighton Office as and when required – this will be minimum of 1-2 days a week.

Contract type:	Willing to discuss part- or full-time opportunities, based on experience, Permanent
Report Directly to:	Finance Manager
Location:	Hybrid (Brighton based) 1 – 2 days in the office
Salary:	£21-24K Pro Rata

Main Responsibilities

Reporting to our Finance Manager, your main days will be spent:

- Processing accounts receivable and accounts payable via our Project management system and Xero accounts.
- Supporting the finance manager with some credit control and scheduling of supplier payments.
- Monitoring our accounts inbox and assisting in actioning
- Processing & allocation of monthly charge card and individual expenses
- Monitoring & analysis of all overhead costs for the business
- Potential project reconciliation support
- Year end support and other ad hoc duties

Essential Skills

- At least 1 years' experience in a similar role, however we are open to seeing CV's if newly qualified with completion of AAT & ACCA certification. Full training will be given.
- Excellent attention to detail, organisational skills, an aptitude for numbers
- The ability to juggle a busy workload.
- Basic accounts experience within a Purchase Ledger & Sales Ledger environment together with a working knowledge of accounting software such as Sage or Xero or similar.
- Proficiency in Microsoft Office, particularly Excel
- As we are a global business some working knowledge of foreign currency transactions would be preferable.

The Ideal Candidate.

The Person

We are a Creative Agency and as well as a head for numbers, we want to hear from dynamic individuals who have

- A willingness to take on a wide variety of tasks
- Excellent written and spoken communications skills
- Excellent numeracy and attention to detail
- Excellent organisational and time management skills
- Enthusiastic and motivated to make a difference
- Problem-solving abilities and a proactive mindset.

What we can offer you...

- Salary negotiable depending on experience - £21-£24K
- Hybrid working with regular days in the Brighton office
- 25 days holidays PLUS Bank Holidays
- Company Private Healthcare (based on 6 months service)
- Access to our benefits platform with hundreds of discounts on shopping, eating out, cinema tickets and more
- A healthy budget for training courses and development opportunities
- Bi-monthly staff days, drinks and lunches out and a great annual Christmas party

How to Apply

Please send your CV along with brief covering letter explaining who you are and why you believe you are suitable for the role to jobs@yfish.co.uk

No agencies please.

We will close this advert early should we find the right candidate so do not delay in applying if you are interested.

Roles and Responsibilities.

Financial Record Keeping:

Help maintain accurate and up-to-date financial records, including invoices, receipts, and expenses,

Supplier Payments:

Process supplier invoices, reconcile statements, and coordinate payments in a timely manner, maintaining positive relationships with suppliers and partners where needed.

Client Invoicing:

Prepare client invoices accurately, ensuring that all billable items are included and billed promptly, following payment schedules set by Project Managers. Providing credit control support.

Budget Management:

Support the use of our in house budget management system in administrative functions and the team managing event budgets & tracking expenses.

Financial Reporting:

Support in the generation of financial reports and summaries for management, providing insights into the financial performance of events and identifying areas for improvement.

Expense Reconciliation:

Help reconcile team expenses and receipts, verifying accuracy and ensuring compliance with company policies and procedures.

Assist in Audit Preparation:

Prepare financial documents and assist in the preparation of audit schedules as required.

Compliance:

Stay informed about financial regulations and compliance requirements, ensuring the agency's financial activities adhere to relevant laws and standards.