

Better2Know Job Description and Person Specification

Job Title:	Finance Assistant/ Book keeper
Reporting To:	Director of Finance
Hours:	Full time Monday to Friday
Location:	Morecambe, Lancashire

Overview

Better2Know is the worlds leading private provider of Sexual Health testing services. We offer patients fast, confidential and anonymous testing and results across the UK, Ireland and Internationally.

This position is responsible for managing the financial ledgers of all Better2Know companies. You will be involved in month end processes and the opportunity to grow and develop with the company.

Job Description

- Responsible for Bank Reconciliations, purchase ledger and sales ledger
- Responsible for sending statements each month end to partners to strict deadlines
- Responsible for reviewing and collecting certain card payments
- Manage the financial relationships with key suppliers

Person Specification

The ideal person will have

- Excellent Knowledge of Sage 50
- Experience of bank and balance sheet reconciliations
- Experience of working to tight month end deadlines
- Experience of dealing with multi currencies
- Excellent attention to detail
- Excellent IT skills e.g. word, excel, internet
- Excellent command of written and spoken English and an excellent telephone manner
- Ability to get stuff done
- Willingness to learn about Sexual Health
- Enthusiasm about new challenges

The successful person may have:

- Experience of financial reporting and KPI management
- Ability to produce financial statements

Better2Know reserves the right to make reasonable changes to any of your terms and conditions of employment including but not limited to your hours of work, place of work and duties.

This document is not a contract of employment.