

## Finance Assistant – Job Description

Working hours: Part time, 15 - 20 hours (although full time could be an option)

Salary: £25,000 - £35,000 pro rata dependent on experience

Reporting to: Head of Finance

Location: Bath, Southstoke (Business Park)

### About Us

We are experiencing exciting growth and are looking for a Finance Assistant to join our exceptional team. With offices based in the countryside around the beautiful city of Bath and working with clients internationally, Achieve Breakthrough offers hybrid working and opportunities for career progression, although initially this role will start onsite owing to the importance of understanding the business processes and systems.

### Purpose of the Role

To provide support to the Head of Finance in delivering Invoicing & Expenses management / reconciliation expertise to Achieve Breakthrough as we head into an exciting period of growth.

### Key deliverables

- Ensuring sales invoices are raised in a timely manner
- All expenses are submitted, accurately and have supporting documentation
- Staff time sheets are accurate and submitted in a timely manner
- Each piece of work is job costed accurately using our inhouse platform (Synergist)
- Other ad-hoc finance tasks as requested

### Essential Skills:

- A track record of working in a finance department / team / environment or exceptional attention to detail with a tenacity to follow administrative tasks through to completion
- Understanding of VAT
- Good knowledge of Excel
- Able to communicate and work with senior members of staff

### Desirable Skills:

- Knowledge of job costing systems

To find out more and to apply, please email your cv to [careers@achievebreakthrough.com](mailto:careers@achievebreakthrough.com)

Ethical and responsible business practice is one of our key values as seen in our work towards B Corp status and our approach to diversity and inclusion. We aim to be a force for



good and consciously challenge our ways of operating as a business to make the best choices for people, profit, and planet.

Achieve Breakthrough is an equal opportunities employer.