



Job Title Finance Assistant
Reports to Finance Manager

Job Specification

Over the past decade, Rigging Team has enjoyed steady growth to become recognised as one of the industry's most respected providers of rigging equipment and support services. Working across the full spectrum of entertainment production, including TV, film, theatre and live events, Rigging Team are highly experienced in the reliable, safe provision of equipment, support and technical expertise to productions of all sizes; often creating bespoke solutions for projects which others may consider impossible.

Due to the growth of the company, we are looking for an enthusiastic and skilled individual to join our busy team in our Stevenage head office in the role of **Finance Assistant**. The ideal candidate will hold at least an AAT Level 3 qualification (or equivalent).

Reporting to the Finance Manager, this role encompasses a wide variety of tasks and includes management of both the purchase and sales ledgers, month-end journals, assisting with management accounts reporting, preparing payroll and pension submissions, preparing VAT returns, liaising with HMRC and other ad-hoc financial reporting as required. You will be required to liaise with vendors and clients to settle balances owed.

You will be expected to contribute to the continued improvement and success of the company by developing our industry contacts and identifying new opportunities for the company. Working with members of different departments to pass on knowledge and skills to others as well as identify process and procedural improvements that will benefit the company as a whole. You may be required to undertake some ad-hoc administrative tasks as required.

To succeed in this role you must be friendly, approachable and an excellent communicator with an eye for detail. The ability to manage complex requirements to tight timescales and to prioritise and organise your own workload is essential. You must have an in-depth knowledge of Xero accounting software and at least 2 years' experience working in a busy finance department.

Normal working hours are Monday to Friday 9am to 6pm. Due to the nature of our industry a flexible approach to working hours and the possibility of some evening/weekend work may be required. A full UK driving licence would be beneficial.

This is a fantastic opportunity for the right person to join a fun and friendly team in an exciting and challenging industry. We believe in growing the skills of all of our staff and offer opportunities to develop new and existing skills.

To apply for this position please send your CV making sure to add Bookkeeper in the subject line to careers@riggingteam.com with a covering letter telling us a little about yourself and what makes you special.

No agencies.



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Responsibilities & Requirements

Key Responsibilities

- Be responsible for the bookkeeping of the company up to Trial Balance
- Month end journals, bank and balance sheet reconciliations and Profit & Loss reporting
- Work with the Finance Manager to produce monthly Management Accounts
- Prepare payroll and pension submission (both Salary Sacrifice and Workplace Pension) as well as VAT returns
- Liaise with vendors, clients, HMRC, accountants and others as directed
- Maintain employee records and answer queries as required
- Prepare ad-hoc reports as required
- Act as an ambassador for the company at all times

Additional Responsibilities

- Assist with writing and developing internal processes and documents
- Help to develop the skill base of other internal staff
- Attending meetings and travelling as required
- Ad-hoc administrative tasks as required

Main requirements

- AAT Level 3 or equivalent
- In depth knowledge of Xero Accounting and Payroll
- Experience in managing month end journals
- At least 2 years' experience in a busy Finance department
- Strong commercial and financial awareness
- Strong communications skills both written and verbal in fluent English
- Computer literate with a good level of understanding of Microsoft office, especially Excel
- High level of attention to detail and a commitment to quality
- Good organisational skills and flexibility
- Highly motivated and focused
- Strong customer service skills
- Strong networking skills with the ability to build, develop and maintain relationships

Salary & Benefits

- From £25,000 per annum depending on experience
- 20 days annual leave per year plus 8 bank holidays increasing upon one years' service
- Company pension scheme
- Employee Assistance Program
- Fun & friendly working environment