Fibron Cable

Job title – Finance Assistant

Department – Finance

Reports to - Financial Controller

Job summary

We are looking for a Finance Assistant that provides administrative and financial support to help the smooth operation of the finance department.
Working alongside experienced professionals, you'll play an integral role in the day-to-day operation of the accounts function, ensuring accuracy, compliance and the efficient processing of high-volume and/or high-value financial transactions.
This is an excellent opportunity for someone with strong transactional finance experience who enjoys working in a fast-paced, detail-focused role.
This is a fully office based role.

Key responsibilities

- Maintaining accounts in accordance with internal controls and industry regulations
- Processing Revenue invoices, prepayment/staged payment invoices and daily credit control and reconciliation on the ERP system.
- Processing Accounts Payable invoices, uploading into the ERP system, reconciliation of supplier accounts, responsible for ensuring the weekly payment run is prepared in its entirety for review, weekly review of the aged creditors report, and querying any anomalies and unallocated cash
- Assisting with month-end procedures and reporting including accruals, prepayment and accounting journals
- Assisting with year-end accounts preparation
- Supporting external accountants and auditors
- Identifying opportunities to improve finance processes and efficiencies
- Rolling of Manufactured and purchased part numbers and maintain records
- Preparation of management reports on a weekly and monthly basis
- Other ad hoc tasks as required

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Qualifications

- Good understanding of bookkeeping and double-entry accounting.
- Experience of supplier and balance sheet reconciliations.
- Experience of supporting month-end accounts.
- Ability to work independently and use initiative.
- Willingness to take ownership and see tasks through to completion.
- Clear and professional communication skills.

Preferred skills

- Highly motivated and driven
- Great communicator that enjoys a team working environment
- Agile and pro-active with a lot of initiative
- Comfortable working in an office-based environment on a daily basis
- Professional, accurate and diligent attitude
- Positive can-do attitude and focused to achieve tasks and add value
- Thrives in a fast-paced environment where speed and accuracy are both equally important

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Key competencies

- Finance Assistant
- Accounts Assistant
- Accounts Payable/Receivable Assistant
- Finance Administrator
- Assistant Accountant (early career)

About Fibron

Fibron BX is a major designer, manufacturer and global provider of cables and umbilicals for use in some of the planet's most challenging and harsh environments.

Established in 1986, the company has built considerable in-house design expertise and developed manufacturing facilities capable of producing a broad range of products for some very diverse applications.

At Fibron our expertise crosses several different industry sectors, and we have a particular strength in the design and development of prototypes, supplying products to

major operators and contractors globally and places great emphasis on developing strong and long-term relationships with both our customers and suppliers.

Offering the highest levels of customer service is deeply ingrained into the culture of the business. We have an excellent track record of meeting and exceeding our customers' expectations, and we have a very high level of customer satisfaction, which drives loyalty and repeat business.

Benefits

- 25 days annual leave
- Private Medical Insurance
- Medical Cash Plan
- Pension Scheme
- Employee Discounts
- Bonus scheme
- Free parking
- Study Support available

Working Hours

Monday to Friday 8.30am-5pm.

To apply

Please send an up-to-date CV along with a covering letter explaining why you're interested in this role to jobs@fibron.com.