



Job Description

Role: Finance/Accounts Assistant

Department: Back Office

Reports into: Head of Finance

Location: Fenchurch St, London (4 days a week in the office)

OUR STORY

Focused on getting innovative insurance businesses to market – and fast – OneAdvent provides a springboard for growth across the industry. Operating as an MGA and broker services platform, OneAdvent brings its sector expertise and technical know-how to bear for established industry players and entrepreneurial start-ups around the world. With ambitious growth plans the company is set to expand internationally and grow its platform fast. <https://advent.global/>

ABOUT YOU

As finance/accounts assistant your overall role is to support the finance team with the daily finance operations whilst building your knowledge and experience to take on further finance responsibilities.

WHAT YOU'RE HERE TO DO

Your key responsibilities are;

- Managing the Group's (and its subsidiaries) day-to-day transactions on multiple ledgers on Xero.
- Month end processing: posting journals, updating backup schedules e.g. fixed assets, prepayments and accruals, reconciling intercompany accounts.
- Downloading and posting banking entries in multiple currencies for multiple entities.
- Preparing monthly books and records ready for management accountant review as part of the month-end process.
- Bank reconciliations and postings.
- Inputting payments onto the bank for approval.
- Monthly invoicing of appointed representatives based on agreed contractual terms and calculations including credit control and aged debt chasing.
- Basic tasks on various bordereaux.
- Maintaining the accounts email inbox in relation to suppliers and associated bookkeeping on to Xero.
- Resolving invoice queries.
- Undertaking tasks on the Group's overseas branches, as required.
- Reconciling company credit card records.
- Assisting in various reconciliation work on the company's schemes.



- Getting involved in insurance ledger transactions reconciliation, where required.
- Ad hoc support for the head of finance and management accountant

You will also undertake any other task, deemed to be appropriate to this role, as directed by a member of the Management Team or Board.

WHAT YOU NEED TO KNOW

The finance/accounts assistant is expected to have the following skills, values and knowledge:

- Some basic accounts experience
- Excellent attention to detail
- Ability to prioritise workloads and manage deadlines
- Excellent organisational skills
- Ability to follow processes and implement your own
- Good interpersonal skills – you'll be dealing with colleagues, customers and suppliers
- Willingness to learn and develop
- Good Excel skills and fundamental computer literacy

Preferable but not essential;

- Knowledge of Xero
- Previous credit control experience
- Understanding of the insurance market

We are an equal opportunities employer and we are committed to providing reasonable adjustments to all parts of our recruitment process.

If you are interested in applying for this position, please send you CV to Sophie Farrow at sophie.farrow@advent.global.