

Job Title:	Full time or Part time Finance Assistant
Reports to:	Financial Controller
Job Purpose:	To provide professional and efficient service to the finance department and support to the Financial Controller
Relationships:	Build and maintain good working relationships with clients, suppliers, staff and Directors

Eckersley O'Callaghan is seeking creative thinkers to join its growing team in London. EOC is one of the most innovative engineering design firms in the world. We are an award-winning structural, glass, facade and marine design engineering practice. Our international reputation has been cultivated through a commitment to research and innovation. We lead the development of the latest technologies, collaborating with our partners in industry. Our principle office is in London with other offices in New York, San Francisco, Paris and Hong Kong.

Key responsibilities

- Assisting the financial controller and project managers in the analysis of project performance
- Create, send, and work on collecting sales invoices for group companies
- Credit control
- Maintain bank reconciliations and analyze bank transactions
- Maintaining the purchase ledger by uploading and logging staff expense claims and purchase invoices
- Assist the directors in the reconciliation of company credit cards
- Help maintain the group project management system
- Assist with any ad hoc projects led by the financial controller
- Bank cheque's received
- Adhere to the company's financial policies and procedures
- Assist the financial controller with budgeting and forecasting
- Cover answering and distribute incoming telephone calls, take messages and answer queries using the MITEL system

Job Knowledge, Skills & Experience

- Recent experience working in an accounting practice or finance team preferably within the engineering/architecture sector
- Knowledge and experience of using Xero accounting system and CMAP project managements systems (Not imperative)
- Able to multi-task
- Able to work on own initiative with minimum supervision
- Able to work under pressure and maintain a calm focus during hectic periods
- Fully conversant with Microsoft Office packages in particular Word and Excel
- Excellent written and verbal communication skills
- Excellent organisation skills

Personal Qualities

- Attention to detail
- Able to prioritise
- Proficient in written and verbal communication skills
- Friendly with ability to work with others and grow relationships
- Confident
- Reliable
- Articulate
- Punctual
- Diplomatic
- Professional attitude and appearance