

Job Title:	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

- Drafting and issuing sales invoices
- Credit control
- Maintain bank reconciliations and analyse 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 cheques received
- Adhere to the company's financial policies and procedures
- Assist the financial controller with cost and project analysis
- 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
- Competent user of Microsoft Excel essential
- Knowledge and experience of using Xero accounting system is desirable
- Able to multi-task and work on own initiative with minimum supervision
- Able to plan and manage workload effectively
- Excellent written and verbal communication 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 and articulate
- Reliable
- Professional attitude and appearance