

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 one of the most innovative structural and facade engineering design firms in the world. Our multiple award winning collaborations with forward-thinking architects such as Foster + Partners, Zaha Hadid Architects and Heatherwick Studio, for clients that include Apple, Google, Vitsoe and the V&A, have placed us at the forefront of design in structures and facades. Our principal office is in London, with other offices in New York, Los Angeles, Paris, Hong Kong and Sydney. We currently employ around 85 staff in London and 30 in overseas offices. We have ambitious plans for continued future growth around the world.

Key responsibilities

This is an entry level Accounts assistant position, and would ideally suit candidates looking for their first role in finance

- Drafting and issuing sales invoices
- Processing purchase invoices and staff expense claims
- Assist in the reconciliation of company credit cards
- Bank cheque's received
- Adhere to the company's financial policies and procedures
- Cover answering and distribute incoming telephone calls, take messages and answer queries
- Being a dynamic client focused company there may be other ad hoc tasks that you will be required to do, so this job description is not exhaustive

Job Knowledge, Skills & Experience

- Recent experience working in a finance team would be an advantage but not essential as training is available
- Competent user of Microsoft Excel essential
- Able to plan and manage workload effectively

Personal Qualities

- Attention to detail
- Candidates must have excellent customer service and communication skills
- Reliable with a professional attitude