

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 engineering design firms in the world, with a global reputation cultivated through a commitment to research and creative thinking. We enjoy working with a range of materials, forms and building types across diverse sectors and project scales to deliver imaginative solutions. 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 Bulgari, have placed us at the forefront of design in structures and facades. Our commitment to sustainability, digital design, and continuous research and development remains at the core of our approach.

We offer a stimulating work environment with enthusiastic, intelligent, hard-working colleagues, and support personal development through training and project opportunities. Our principal office is in London, with other offices in Manchester, Paris, Milan, New York, Los Angeles, San Francisco, Delhi, Hong Kong, Shanghai and Sydney.

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
- Company credit card maintenance & reconciliations
- Help maintain the group project management system
- 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 an accounting practice or finance team preferably within the construction industry
- 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 manner

WE OFFER

- A stimulating work environment with a smart, diverse and motivated set of colleagues
- A competitive benefits package
- Volunteer and outreach opportunities
- Flexible working around core hours
- Opportunities for career growth
- Collaboration opportunities with our international offices
- World-class projects with leading architects and collaborators