



FINANCE & HR ASSISTANT

THE TEAM

The Finance & HR team is a vital team within a company that is revolutionising the world of accounting. The team is responsible for maintaining an efficient, organised and accurate finance function for the business.

THE CHALLENGE

Inflo is looking for a motivated and forward-thinking Finance & HR Assistant. A successful candidate will need to be highly organised, diligent and have a flair for problem solving.

You should ideally hold a full professional qualification such as AAT, or a part qualification in ACCA, ACA or CIMA, and have 1-2 years practical experience. Alternatively, new graduates having attained a degree in Accounting and Finance will be considered.

As well as having advanced MS Excel skills, you should have experience of accounting software, preferably Xero or other cloud-based applications.

THE ROLE

Reporting to the Finance Manager, you will play an essential role in the Finance & HR team. You will work with the Customer Experience and Business Development teams to ensure Inflo's customers are invoiced accurately and cash is collected on time. You will also support other teams in Inflo in finance, HR and procurement activities.

YOU WILL

- Carry out day to day bookkeeping
- Prepare monthly payroll
- Contribute to the preparation of monthly and annual accounts
- Process customer & supplier invoices
- Reconcile bank accounts
- Help manage relationships with key suppliers.
- Contribute to regular reporting to leadership team.

WHAT WE OFFER

As a member of the Inflo family, you'll also enjoy some pretty special benefits including the following to name a few:

- A competitive salary of £19,000 – £22,000 within a rapidly growing technology company
- Continued professional development
- The opportunity to work with our teams around the globe
- 25 days holiday with an additional 0.5 days for every year of service
- Flexible working environment
- Opportunity to work from home
- Casual dress code