

THE : FUTURE : LABORATORY

JOB DESCRIPTION

Job Title:

Finance assistant

Department:

Finance

Reporting structure:

Role reports to: Finance director

Team members: Management accountant & finance director

Summary of company:

The Future Laboratory is a strategic foresight consultancy. Since 2001, we have prepared clients for the future by giving them the confidence to take the decisions today that will create transformative growth tomorrow. We have grown into an organisation with international reach, employing more than 60 people, headquartered in Spitalfields, London. The Future Laboratory has foresight at the heart of everything we do. As an organisation we are inspiring, knowledgeable, forthright, charismatic and independent. We believe what we deliver is unique and game-changing, and we are committed to being ethical, responsible and socially minded.

Key responsibilities:

- : Sales invoice processing. Ensure that billing is done on time, with correct documentation in place and agrees to what is in Salesfore and Paprika
- : Reconciliation of Sales Ledger accounts
- : Cash Collection – ensure that chasing is done regularly and debtor day targets are met. Weekly review with Finance Director
- : Preparation of the Aged Debtors analysis for the Weekly Report
- : Reconciliation of Paprika billings to Salesforce monthly
- : Process credit card payments
- : Preparation of monthly EC Sales List

Essential skills and experience:

- : Invoicing, credit control and cash reconciliation experience
- : Able to be firm with colleagues to ensure procedures are followed
- : Experience working in a business with tight cashflows
- : Excellent attention to detail and accuracy in work
- : Very organized and efficient at completing tasks
- : Excellent written and verbal communication
- : Ability to prioritise tasks and follow them through to completion without constant management supervision
- : Supportive team member that demonstrates initiative
- : Able to work in a small team but also self-motivated
- : Able to work under pressure and to deadlines