



JOB DESCRIPTION

Job Title:	Finance Assistant
Location:	Poole
Full / part time:	Part Time – 4 hours a day, Monday to Friday
Reporting to:	Support Team Manager

Inspire:

Inspire is an award winning business advisory firm focused on enabling entrepreneurs to succeed. We are a firm of talented, passionate and caring professionals committed to supporting our clients. A unique and energetic firm based in Poole, with clients across the South Coast, Inspire represents a truly different place to work

In joining Inspire's Support team you would be part of a successful team which seeks to continuously meet the support needs of a forward thinking business.

Job Purpose:

Your role will be to provide assistance to the Financial Controller and Operations Director. The function of the finance and wider support team is to ensure that the business runs as smoothly and efficiently as possible, ensuring that the whole Inspire team are supported with day-to-day administrative and support needs which ultimately can make them more efficient and effective.

To succeed in this role, we require you to have excellent attention to detail and numeracy skills. You will be passionate about providing client delight and you will want to work in an internal finance/support role, (rather than use this role as a stepping stone to working as a fee-earner within Inspire). You will have proven experience in a finance role.

This role is a fantastic part time role – we are seeking someone who can work 4 hours a day, Monday to Friday.

Principal Duties and Responsibilities:

You will assist the Financial Controller with the day to day finance for Inspire and further projects and tasks, which include:

- Being responsible for the debt collection process within Inspire.
- Carrying out bank reconciliations on a daily basis.
- Being responsible for producing and sending out monthly statements to the client base.
- Assisting the Operations Director with the month end billing and ad-hoc bills during the month.

- Assisting the Operations Director with billing queries.
- Being responsible for raising of invoices for the wider team during the month.
- Any other duties commensurate with the level of responsibility of this role.

Who we are looking for

Inspire's client relationships are **transparent, supportive**, empathetic and **encouraging** while at the same time we are not afraid, while being caring, to be **straight talking** such that we give our clients the right advice, at the right time, to enable them to succeed.

These beliefs (noted in blue) are the guiding principles we follow at Inspire. To succeed at the interview stage and in the role, you will need to display your understanding that the client/customer comes first and that this is fundamental to the success of a client service organisation

You will also be self-motivated and have a desire to be a great team member of the support team at Inspire.

In terms of qualifications and experience, you will:

- Have experience working in finance, ideally as a Finance Assistant, or in a similar role.
- Have excellent numeracy skills.
- Have GCSE in English and Maths at Grade C or equivalent and preferably A Levels at Grade C or equivalent.
- Ideally have a driving license.

We are also looking for someone who:

- Has excellent written skills, including proven evidence of the ability to communicate in written reports and via email with accurate spelling and grammatically correct English.
- Has proficient IT skills including the ability to use Microsoft Office.
- Is able to calculate details accurately and swiftly with minimal mistakes whilst working to deadlines and keeping others informed of progress.
- Displays a confident manner when dealing with clients which will allow you to build strong relationships.