

INTERNAL VACANCY

Job title : Finance Assistant

Location: Camberley

Closing date : 22 September 2017

Job Summary

To provide support to Finance Manager. Managing P/L for Microgen and reconciling bank accounts for Microgen and Healthcare.

Microgen & Healthcare are part of the Novacyt Group – a leader in the field of cellular diagnostics with a growing portfolio of cancer and infectious disease products and services.

Main Duties and Responsibilities

- Banking:
 - Checking bank statements – where necessary making inter accounts transfers
 - Posting all the transactions to Sage from bank statements,
 - Banking cheques
- Updating Daily Cash flow spreadsheet
- Posting supplier invoices – checking any discrepancies with warehouse or any other budget holders
- Posting and reconciling employees expenses
- Making any urgent or pro forma payments
- Answering any supplier/customer queries
- Processing supplier payment run
- Sending out Remittances
- Reconciliation of management accounts for Microgen
 - Updating fixed assets register, posting monthly depreciation charges
 - Prepayments account rec and posting monthly charges
 - Salary control account, NIC, PAYE, Class 1A, Pension accounts rec
 - Accruals account rec
- Posting Month End journals for Microgen
- Month End closing process on Sage for Sales Ledger and Purchase Ledger
- Checking Credit and Debtors Control accounts against PL and SL – following up any discrepancies
- Monthly Bank Accounts Reconciliation
- Sales Statistics Report for Microgen
- Updating Childcare Vouchers website to ensure accurate payments of vouchers to employees,
 - Submitting NIC and PAYE payments on HMRC website
 - VAT Return
- Involved in the annual audit process and resolve any queries relating to the two entities

Qualifications and Experience Required

- Part-Qualified Accountant (CIMA/ACCA etc)
- Minimum of 3 years' experience in similar role
- Good Excel and Microsoft Office skills
- Excellent interpersonal and communication skills

Hours of Work	37.5 per week
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To apply for this vacancy please send your application to Wendy Karban, Group HR Manager, wendy.karban@novacyt.co.uk

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