



*Are you a skilled **Finance Assistant** in search of an exciting opportunity? We're on the lookout for a candidate with some previous experience of working in a finance team but are now ready for a fresh challenge that will enhance and develop your experience and knowledge to support your personal and professional development. Jubb are passionate about supporting staff development being the proud recipients of the nationally recognised Industry Leaders in Recruitment and Retention as well as the SME of the Year in the 2023 NCE National Industry Awards.*

This role will be an integral part of a well organised team providing support to a busy Finance Department, as well as the wider Company located across four offices. Support for role appropriate professional qualifications will be provided for the successful candidate.

You will enjoy working in a busy, friendly sometimes time pressured environment to meet a variety of deadlines. As well as working under the supervision of senior members of the team, we are looking for someone who holds the skills to work under their own initiative taking both structured and ad-hoc tasks in your stride.

Your work will require you to confidently engage with other staff members across the business as well as being comfortable liaising with suppliers and clients in a professional but friendly fashion. We are looking for someone who will bring their personality and energy to the role. In addition, the successful candidate will be organised, numerically literate and inquisitive, have an attention for detail and take a pride in the quality of their work.

We are not just your average consultancy; we are a thriving, award winning multi-disciplinary firm that offers first class planning and engineering design services to a diverse range of clients throughout the UK. Our expertise spans various sectors, including Commercial, Residential, Health, Education, and Defence. We take immense pride in delivering exceptional engineering solutions, employing cutting-edge design technologies to consistently exceed our clients' expectations.

**Role:** Finance Assistant  
**Location:** Plymouth



## What you'll bring to your new role as Finance Assistant

- A successful track record and experience as a finance assistant.
- Excellent analytical skills alongside comprehensive written and verbal communication abilities.
- Exemplar attention to detail application in all elements of work.
- Confidence working independently or collaboratively and making informed judgements and decisions.
- High levels of integrity and professionalism.

## Your responsibilities as Finance Assistant

- To ensure all transactions are processed in accordance with the Company's policies, supported by appropriate documentation.
- Provide support to sales ledger function, assisting with invoicing and credit control.
- Assisting with the management of Project Briefing Sheets and maintaining the accuracy and integrity of the project information held on Rapport 3.
- To provide timely and helpful support to financial queries
- Ensuring Company resources are used efficiently, cost effective and procured on competitive terms.
- Reconciliation of purchases ledgers and petty cash accounts.
- Maintenance of filing systems.
- Maintaining accuracy of nominal ledger.
- Ad hoc duties and reports as maybe required from time to time.
- Adherence to GDPR and Data Protection policies at all times
- Dealing with clients, suppliers, and personnel in a professional, friendly, and courteous manner.
- To undertake training or personal development as agreed to ensure full competency with all aspects of the role.
- To complete all duties and responsibilities in a timely and accurate manner in accordance with set timetables.
- To play an active role in day-to-day business and development of the Finance function. To support and maintain the quality, relevancy and efficiency of the departments processes and outputs.

## What's on offer for you

- Competitive salary and 27 days annual leave FTE.
- Flexible Working
  - Hybrid working
  - Core hours
  - Monthly Flexi-Day
- Holiday purchase scheme.
- Salary sacrifice schemes for pension and cycle to work schemes.
- Company pension scheme with generous employer contribution
- Access to Continuing Professional Development through our Learning Pathways Programme
- Life Insurance and Income Protection
- Access to wellbeing services through the employee assistance schemes.
- Company funded social events.
- Free parking.
- Enhanced family friendly policies.
- Opportunity to work for an award-winning forward-thinking people first organisation genuinely committed to providing a positive work experience to all its staff.
- This role is open to both part-time and full-time applications

Applicants should provide a CV with covering letter to our People and Development Manager, Kirstie Williams, by email to: [k.williams@jubb.uk.com](mailto:k.williams@jubb.uk.com).