

FINANCE ASSISTANT JOB DESCRIPTION & PERSON SPECIFICATION

NAME:
COMPANY: BI WORLDWIDE
DEPARTMENT OR TEAM: Finance
REPORTS TO: Financial Controller/Finance Business Partner

Purpose of Role:

We are seeking a motivated and detail-oriented Finance Assistant to join the Finance team. This is an excellent opportunity for someone looking to start or develop a career in finance and accounting.

The role will support the month-end close process, including preparing nominal ledger account reconciliations, assisting with financial reporting, and supporting the wider finance function in maintaining accurate financial records. The successful candidate will gain exposure to a broad range of finance activities and work closely with experienced finance professionals.

Key Responsibilities

Month-End Accounting

- Assist with the monthly financial close process in accordance with reporting deadlines.
- Prepare and maintain designated nominal account reconciliations.
- Investigate and resolve reconciling items in a timely manner.
- Ensure accounting entries are processed accurately and supported by appropriate documentation.

Audit and Compliance

- Assist with the preparation of audit schedules and supporting documentation for year-end audits.
- Ensure adherence to internal controls, company policies, and finance procedures.
- Support compliance with statutory and regulatory requirements.

Continuous Improvement

- Identify opportunities to improve finance processes and reporting efficiency.
- Support finance projects and other ad-hoc tasks as required.

Essential

- Bachelor's degree (or equivalent qualification) required in a relevant field – maths, economics or similar.

Desirable

- Interest in progressing towards a professional accounting qualification (AAT, ACCA or CIMA).

Skills and Experience

Essential

- Strong attention to detail and accuracy.
- Good written, numerical and analytical skills.
- Proficiency in Microsoft Excel and other Microsoft Office applications.
- Ability to work effectively within a team.
- Good organisational and time management skills.
- Strong communication skills.

Desirable

- Previous office, administration, or finance experience.
- Understanding of basic accounting principles and double-entry bookkeeping.

Personal Attributes

- Enthusiastic and willing to learn.
- Proactive and self-motivated.
- Reliable and dependable.
- Curious with a problem-solving mindset.
- Able to manage multiple priorities and meet deadlines.

What You'll Gain

- Exposure to a wide range of finance and accounting activities.
- Hands-on experience with month-end reporting and financial controls.
- Training and development opportunities.
- Support towards professional accounting qualifications.

This job description is subject to review in the light of changing circumstances and is not intended to be rigid or inflexible but should be regarded as providing guidelines within which an individual works.

Other duties within the skills and capabilities of an individual may be assigned from time to time.

Last Updated September 2026