

Finance Coordinator

Reporting to: Finance and Business Development Manager

Contract type: 1-year fixed term contract, with likely extension to permanent

Hours of work: Full-time, 37.5 hours per week worked Monday to Friday

Location: Remote within UK, Belgium, France, Greece, Italy, Ireland and Netherlands

Salary: Usually £30,000-£35,000 per annum, commensurate with experience.

Benefits: 25 days paid annual leave per annum plus all public and bank holidays; company pension scheme; parental leave; flexible working; company-provided MacBook Pro and iPhone; home-working allowance after successful completion of probationary period.

Job Purpose

To assist in all aspects of finance across AWO client-facing teams. Organising and streamlining our finance functions by providing organisational bookkeeping and administrative support for new business development work, under the oversight of the Finance and Business Development Manager.

Job Duties and Responsibilities

This role primarily involves assisting with all aspect of accounts payable, receivable, payroll, and financial administration. In addition to finance duties, the Finance Coordinator will be expected to pitch in with a range of tasks for the Operations and Finance team, including delivering events and administrative work.

You will be required to perform other tasks in addition to the below, as requested by the Finance and Business Development Manager and/or Directors.

Bookkeeping and Administration

- Managing accounts receivables
- Managing accounts payable and creating payment lists for approval
- Maintaining Xero and data entry
- Invoicing clients
- Ensuring employee expenses cards are available and have balances
- Posting wage journals
- Completing reconciliations (banks and other balance sheet items)
- Ensuring financial information is securely stored and privacy/confidentiality is maintained
- Setting up project onboarding in Harvest, SharePoint and Notion Project Index
- Preparing vendor/supplier registration forms
- Preparing forms and other documentation for tenders
- Preparing client care and closure letters for Litigation onboarding

- Organising document e-signing
- Organising calendar invites
- Any other tasks related to the financial management of the AWO group and improvement thereof

Person Specification

This is a unique and exciting opportunity for someone with outstanding financial and organisational skills and experience in bookkeeping or accounting within an SME who is keen to learn and develop within a small but growing organisation.

Experience, Qualifications and Skills

- Level 2 AAT Certificate in Bookkeeping or proven work experience as a finance administrator
- Experience with accounting software (such as Xero) and spreadsheets (Microsoft Excel and Google Sheets)
- Experience working with diverse and/or remote teams; understanding of nature of remote work environment
- Solid understanding of bookkeeping procedures including crediting and debiting appropriate accounts, posting journals and reconciling accounts

Behaviours and Competencies

- Ability to always keep highest standards of compliance and confidentiality
- Excellent attention to detail and accuracy of work
- Strong organisational and time management skills
- Comfort and desire to work from home as AWO is a remote-first organisation
- Keen to learn, develop and get involved in a wide range of tasks
- Comfortable with ambiguity: able to find a solution to achieving goals without precise instruction on getting there
- Ability to undertake a wide range and variety of tasks with conflicting deadlines and manage changing priorities
- Support AWO's ethos for treating colleagues as individuals, first and foremost.
- Affinity for AWO's mission and approach to technology and policy