

Formal JD

Title: Finance Assistant

Company: Kinetic

Location: Milton Keynes (Mon & Wed) / Hybrid (Tues, Thurs & Fri)

Salary: £25,000 per annum

Discover Kinetic: At Kinetic, we are more than just a software company; we represent a movement. As global leaders in student accommodation, event management, room management, and catering management solutions, we are at the vanguard of transforming the higher education sector. Our pledge? To connect, inspire, and elevate every experience. From our UK headquarters, we support leading universities and colleges globally, embarking on a mission to forge a brighter future for students in higher education. Our journey is marked by a remarkable +20% organic growth, a testament to our relentless pursuit of excellence and innovation.

But that's not all! We're proud to dominate the sector with a whopping 85% market share, a clear indicator of our unparalleled influence and the trust institutions place in us.

Why This Role Matters: As a Finance Assistant, you will embark on an exciting journey within our finance department. This role is designed to foster your professional development and ignite your passion for finance, regardless of your prior experience. You'll be part of a collaborative team and work alongside our seasoned experts, including the CFO, who will mentor and guide you throughout your journey.

The Finance Assistant role is more than a job; it's an integral and pivotal part of our finance team, where your contributions will help ensure the smooth operation of our financial processes. As you grow and develop, you'll be well-prepared for future success in this dynamic and rewarding career in finance. We're excited to help you unlock your full potential.

Key Responsibilities:

- **Invoice Processing:**

- Perform first-line vetting of payable invoices, including highlighting possible erroneous or fraudulent invoices.
- Obtain approval for payment from senior business stakeholders, adhering to internal protocols.
- Load invoices for payment accurately and efficiently.
- Ensure correct identification of the accounting treatment and proper account allocation of costs in accordance with reporting requirements.

- **Debt Management:**

- Monitor overdue invoices and proactively follow up on debt with both internal and external parties.
- Escalate concerning debt in a timely manner to address potential issues.
- Facilitate the efficient management of the employee expenses process, helping to ensure compliance with company policies.
- Track and monitor costs against forecasts, promptly identifying gaps and assisting in creating or amending the cost forecast for the business.
- Perform bank reconciliations to accounting systems, including invoice matching to maintain financial accuracy.

- Contribute to the identification of opportunities for continuous improvement in financial processes and practices.
- Support the month-end processing tasks, working collaboratively with the finance team to meet reporting deadlines.
- Engage in ad-hoc projects and tasks as needed, demonstrating flexibility and a willingness to take on new challenges.

Qualifications and Competencies:

- **Educational Background:** A bachelor's degree in Finance, Accounting, or a related field is preferred. However, candidates with a strong willingness to learn and an aptitude for finance will also be considered.
- **Basic Financial Knowledge:** While prior experience in a financial or accounting role is preferred, we welcome candidates with limited experience who are eager to gain knowledge and experience in the field.
- **Technical Proficiency:** Strong Excel skills are essential for this role. Proficiency in using accounting software is desirable but not mandatory; we value candidates with basic proficiency in this area and a strong willingness to learn.
- **Analytical Proficiency:** A knack for analytical thinking and a tendency to love working with numbers are highly valued. The ability to effectively analyze financial data is an important aspect of this role.
- **Attention to Detail:** Display a keen attention to detail and organizational skills, ensuring accuracy in all financial tasks.
- **Effective Communication:** Possess excellent communication and interpersonal abilities, with the willingness to learn and grow in a collaborative environment.
- **Adaptability:** Demonstrate adaptability and a strong willingness to learn and develop finance-related skills.
- **Ethical Conduct:** Uphold strong ethics and integrity in all financial activities, ensuring compliance with financial regulations and company policies.
- **Problem-Solving:** Exhibit analytical thinking and problem-solving abilities to address financial challenges.
- **Time Management:** Manage time effectively and meet deadlines while working on financial tasks and projects.
- **Team Collaboration:** Work well in a team and contribute to a positive and supportive team environment.

Perks of Being Part of the Kinetic Team:

- **Awesome Workspaces:** Enjoy the latest tech, breakout spaces, and the finest coffee, irrespective of your Kinetic office location!
- **Be Authentically You:** Whether your style is casual or formal, we embrace your uniqueness.
- **Flexible Working:** We acknowledge life's unpredictability and offer flexibility to help you maintain a balance.
- **Discounts & Savings:** Benefit from our flexpot benefits, featuring an annual allowance for healthcare, gym memberships, holiday transactions, and a plethora of online and in-store discounts.
- **Training & Development:** We prioritise growth, offering access to top-tier training, professional courses, and conferences.
- **A Fantastic Team:** Engage in spontaneous outings and grand celebrations, like our recent 25th Anniversary event.
- **Annual Bonus:** Your dedication is rewarded with a generous annual bonus when Kinetic thrives.
- **And Much More:** Life assurance, sick pay, community days, wellbeing days, generous holidays, social nights, video games, and more await you!

Our Impact: Kinetic is the technology partner of choice for over half of UK and Irish universities, 60 trendsetting North American institutions, and iconic landmarks like the Lords Cricket Ground and the esteemed Merlin Group. Our software isn't just robust – it's revolutionary.

We embody a zest for life, unwavering determination, and a touch of fun. Our collective spirit is devoted to creating memorable experiences for our customers while ensuring unparalleled growth and returns. Our core values define us:

- **Empowerment:** We are champions of change, empowered to make a lasting impact.

- **Community:** People are the heartbeat of our Kinetic community.
- **Innovation:** We are committed to continuous innovation, ensuring our customers always experience the best.
- **Evolution:** We are on a trajectory of growth, aspiring to make tomorrow outshine today.

Our Locations: From our bustling hubs in Milton Keynes and Ludlow, our team of passionate innovators fuel our vision, driving change and making a significant difference in the world of higher education.

Be Part of the Constellation Legacy: We are a shining entity under the expansive umbrella of Constellation Software Inc., a global software powerhouse. Kinetic is a subsidiary of Volaris, which is a part of Constellation. Being part of this group offers numerous benefits such as access to a vast pool of talent, sharing of best practices, benchmarking, and learning opportunities. With us, you can broaden your horizons and tap into a wealth of knowledge.

Ready to Ignite the Future? Embark on a career that mirrors your dynamism, passion, and aspirations. Join Kinetic and shape the future of Higher Education, embracing a profession that resonates with your vibrant energy.

Kinetic is an equal opportunity employer, fostering diversity and committed to creating an inclusive environment for all employees.