

Name:	To be hired (ideally full-time role, any spare capacity to assist Sales Admin)				
Job Title:	Finance Assistant				
Reporting to:	Finance Manager	Department:	Finance		
JD Drafted by:	Tracey Malone	Sign:		Date:	
Approved by (Manager):	Sharon Ellis	Sign:		Date:	
Approved by (HR):	Sandy Saggs	Sign:		Date:	

OVERALL PURPOSE.

Text:

This is a new role and reports to the Finance Manager.

The overall purpose is to assist with the financial administration duties of THOR Photomedicine Ltd, and its subsidiaries, THOR Photomedicine EU Ltd and THOR Photomedicine Inc.

EDUCATION / EXPERIENCE / SKILLS.

Education Required:	Maths and English GCSE level
Education Preferred:	Maths and English GCSE level
Years of Related Experience:	3 years' experience in a similar role Accounts Payable and Accounts Receivable experience required

REQUIREMENTS.

Text:

Excellent mathematical skills
 Proficient using Excel
 Experience working in multiple currencies
 Excellent verbal and written communication skills
 Excellent attention to detail
 Ability to multi-task, prioritise and manage time efficiently
 Familiarity with CRM systems and practices
 A passion to provide an excellent customer support experience
 Competent MAC user would be useful
 Ability to work independently and work as part of a team
 Maintain the spirit of THOR and demonstrate THORness by example

KEY RESPONSIBILITIES.*Text:*

- Work closely with the Finance Manager, and prioritise workload
- Project Work (eg consumables)
- Process invoices onto Netsuite
- Assist managing the company's cash flow, chasing payments
- Invoice inventory
- Purchase orders
- Process Expenses for employees
- Reconcile monthly company credit card
- Add Journals onto Netsuite
- Assist answering the telephone
- Supporting the Sales Admin and providing cover during annual leave (depending on full or part time role)

Employee Name:		Sign:		Date:	
Line Manager:		Sign:		Date:	