

United Kingdom Jobs Expertini®

Financial Operations Assistant

[Apply Now](#)

Company: Wifinity

Location: United Kingdom

Category: other-general

About us:

Wifinity was founded in 2007 to solve a problem—our armed forces were struggling with reliable connectivity. While living in barracks, often in remote locations, ordering a landline and booking in an engineer just wasn't an option.

And that problem isn't exclusive to the military, either. Students living in University accommodation, families visiting holiday resorts, or living in shared accommodation and retirement communities.

Conventional home broadband doesn't always work for them.

Wifinity is different. We offer the same benefits as traditional broadband, such as super-fast speeds, WiFi, and secure and private networks, but none of the downsides. We even offer Pay As You Go and flexible contracts, so customers only pay for what they need without hefty penalties or long contract terms.

We take the complexity out of connectivity.

The opportunity:

Reporting to the Finance Business Partner (with a dotted line to the AP Supervisor) on a major 10 year contract, the role of Fins Ops Assistant offers a great opportunity to flourish in a fast growing tech/telco business.

Key areas of focus:

Joining the finance team, you will be responsible for:

Liaising with the programme team, ensuring data records are up to date to improve efficiency of the Fin Ops processes

Validate purchase requests and ensuring purchase orders are coded correctly & in a timely manner prior to triaging to seniors for further approval

Work with supplier relationship and procurement leads in ensuring compliance with credit terms and internal governance process

Act as conduit between programme, legal, finance and procurement in onboarding suppliers

Verify invoices against purchase orders and ensure goods or services were received prior to approval

Prepare suggested supplier payments in a timely manner

Protect businesses against unintentional overpayment, maintain materials tracker and supplier credits forecast

Supporting the programme with creation of project codes and entering of budgets into financial system

Maintain the billing schedule and support client billing process in conjunction with the Finance Business partner and Senior Project accountant

Handle supplier queries, provide appropriate solutions and alternatives within the expected time frame and follow up to ensure resolution and act as

Point of contact for both supplier payment and customer billing queries

Assisting with gathering of information and documents for the financial year end audit and explaining subsequent reconciling items. Support client open book audit requests

Monitor timesheet completion and maintain resource trackers / open book schedules

Support on adhoc analysis as required from time to time on the major contract or other related Fin Ops activity to provide cover to team members as appropriate.

About you:

Your experience:

Work experience as a Finance Assistant under a deadline driven environment

Good knowledge of accounting and bookkeeping procedures: accounts payable, accounts receivable

Familiarity with accounting software

Meticulous attention to detail, with an ability to work with high volumes of transactions

Advanced MS Excel skills (creating spreadsheets and using financial functions)

Excellent organisational and time-management skills

A genuine team player who is keen to work with the team in order to get the job done

Effective communicator and a self-starter

It would be nice to also have...

Experience of working in a PE-backed business or experience of the Tech/Telco sector

We offer competitive salary and benefits package which includes an 'Annual Leave Buy & Sell Scheme', in addition to a remote first working environment, allowing our employees more flexibility when it comes to the importance of a healthy work / life balance. Please be aware that the successful applicant to this role will receive an offer which is subject to the satisfactory completion of a basic level DBS check.

At Wifinity we pride ourselves on being an equal opportunities employer, with an inclusive culture who do not discriminate and whose hiring outcomes and commitments are based upon your talent and experience. This advert can be available in other formats (upon request) for those who require it, please contact jobs@wifinity.co.uk for assistance.

[Apply Now](#)

Cross References and Citations:

1. **Financial Operations Assistant Universityjobsnearme Jobs United Kingdom Universityjobsnearme** ↗
2. **Financial Operations Assistant Veterinaryjobs Jobs United KingdomVeterinaryjobs** ↗
3. **Financial Operations Assistant Jobsqatar Jobs United KingdomJobsqatar** ↗
4. **Financial Operations Assistant Angularjobs Jobs United KingdomAngularjobs** ↗
5. **Financial Operations Assistant ContractjobsJobs United KingdomContractjobs** ↗
6. **Financial Operations Assistant DominicanrepublicjobsJobs United Kingdom Dominicanrepublicjobs** ↗
7. **Financial Operations Assistant Managerjobsnearme Jobs United Kingdom Managerjobsnearme** ↗
8. **Financial Operations Assistant Norwayjobs Jobs United KingdomNorwayjobs** ↗
9. **Financial Operations Assistant Workfromhomejobs Jobs United Kingdom Workfromhomejobs** ↗
10. **Financial Operations AssistantUniversityjobsnearme Jobs United Kingdom Universityjobsnearme** ↗
11. **Financial Operations AssistantMuseumjobsJobs United KingdomMuseumjobs** ↗
12. **Financial Operations AssistantLuxembourgjobsJobs United Kingdom Luxembourgjobs** ↗
13. **Financial Operations AssistantWorkjobs Jobs United KingdomWorkjobs** ↗
14. **Financial Operations AssistantUsajobscentralJobs United KingdomUsajobscentral** ↗
15. **Financial Operations AssistantSupplychainjobsJobs United Kingdom Supplychainjobs** ↗
16. **Financial Operations AssistantMuseumjobsJobs United KingdomMuseumjobs** ↗
17. **Financial Operations AssistantJobsinaustria Jobs United KingdomJobsinaustria** ↗
18. **Financial Operations AssistantBerlinjobsearch Jobs United KingdomBerlinjobsearch**



19. **Financial operations assistant Jobs United kingdom** ↗
20. **AMP Version of Financial operations assistant** ↗
21. **Financial operations assistant United kingdom Jobs** ↗
22. **Financial operations assistant Jobs United kingdom** ↗
23. **Financial operations assistant Job Search** ↗
24. **Financial operations assistant Search** ↗
25. **Financial operations assistant Find Jobs** ↗

Source: <https://uk.expertini.com/jobs/job/financial-operations-assistant-united-kingdom-wifinity-5b9924a944/>

Generated on: 2024-05-02 by Expertini.Com