

Finance & Administration Assistant

Company: MHz Technologies Ltd

Location: Wilton, England, UK (Remote)

Reporting To: Finance Manager

Working Hours: 9:30am – 5:30pm, Monday to Friday (UK Time)

Key Responsibilities

Finance Support

- Support the Finance Manager with daily accounting and finance activities.
- Process to purchase invoices, sales invoices, payments, and receipts.
- Maintain accurate financial records and supporting documentation.
- Assist with bank reconciliations and account maintenance.
- Support the preparation of financial reports and management information.
- Ensure financial transactions are accurately recorded in QuickBooks.
- Assist with credit control and supplier account management.
- Support month-end and year-end finance processes.
- Director expense management.

Administration Support

- Provide administrative support to the Finance Manager and Director.
- Maintain company records, correspondence, and business documentation.
- Coordinate meetings, diaries, and appointments when required.
- Prepare reports, presentations, and business correspondence.
- Support business operations and special projects.
- Perform general administrative duties to ensure the smooth running of the business.

Essential Requirements

- Qualification in Finance, Accounting, Bookkeeping, or AAT (completed or currently studying).
- Experience working on QuickBooks would be a big plus.
- Good understanding of basic accounting principles.
- Excellent verbal and written English communication skills are essential.
- Strong attention to detail and accuracy.
- Good organizational and time management skills.
- Proficiency in Microsoft Office, particularly Excel, Word, and Outlook.
- Ability to work independently and manage multiple priorities effectively as well as support the team.

- A positive attitude and a strong willingness to learn and develop professionally.

Desirable

- Previous experience in a finance, bookkeeping, accounts, or administrative role.
- Experience supporting senior managers or directors.
- Familiarity with cloud-based business systems and remote working tools.

What We Offer

- Fully remote working.
- Friendly and supportive working environment.
- Competitive salary.
- 21 days paid annual leave, plus public holidays.
- Private medical cover.
- Opportunities for international travel.
- Ongoing training and professional development.
- Exposure to a broad range of finance and business administration activities.
- Career progression opportunities within a growing technology company.

What We're Looking For

We are seeking an enthusiastic and dependable individual who is eager to develop their career in finance and administration. Extensive experience is not an absolute must; however, a proactive approach, strong work ethic, excellent communication skills, and a genuine desire to learn are essential for success in this role.

How to Apply

Please submit your CV together with a brief cover letter outlining your qualifications, relevant skills, and interest in joining MHz Technologies Ltd.

MHz Technologies Ltd is an equal opportunities employer and welcomes applications from all suitably qualified candidates.

To apply send you CV and cover letter to Aftab@mhztechnologies.co.uk



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