



# Senior Finance Assistant

## CEA is hiring...

CEA is a successful growing business, in demand in the UK and internationally, working for well-known clients providing environmental, consenting, and permitting support for energy and other infrastructure projects. We have a team of nuclear professionals that are providing support on new build, the existing operational fleet, and decommissioning sites.

CEA is founded on talented individuals who deliver effective project solutions, drawing on a wealth of experience and knowledge. As a key team member, you would complement and extend this talent pool with your own expertise, energy, drive, and creativity. We can offer the right person a competitive package with flexible working arrangements and a mutually supportive working environment. We want great people to thrive with us and stay with us as we grow.

We have developed a business that delivers exceptional service to our clients, in a work environment that our team enjoy and feel committed to. Benefits that our team members have mentioned which drew them to joining CEA and make them pleased to be part of the organisation include:

- Working with, and for, credible, respected individuals with valued reputations in the industry (and the opportunity to learn from them).
- Working with a team of like-minded, individuals with similar work ethics and values.
- Being treated as a valued member of the company with the opportunity to play an active part in the development and growth of the business.
- Being supported and trusted to work flexibly to enable delivery of work whilst maintaining a home-life balance.
- Having the opportunity to work on interesting projects of various scales and types.

Benefits that our team members enjoy as part of working for CEA include:

- Remote and flexible working
- Workplace Pension
- Private Medical Healthcare
- Income Protection
- Death in Service
- Performance related Bonus
- Enhanced maternity / paternity pay

If you would like to work for a unique, creative, and supportive employer and play a part in the growth and success of our young, thriving business, we would like to hear from you.

Send your latest CV and short explanatory note to [worktogether@ceaenvironmental.co.uk](mailto:worktogether@ceaenvironmental.co.uk). No recruitment agencies.

## The Role

We are looking for a Senior Finance Assistant to provide a wide range of financial support to our Finance Team and wider business. The ideal candidate is someone who has worked for a consultancy in an operational or administrative support capacity.

The ideal profile is someone with a finance background with strong experience in a Finance Team, with the ability to work independently and cover many tasks simultaneously. This will be a part-time hybrid role based from our office in Southampton and will also benefit from the flexible working arrangements the Company has to offer. Travel may also be required from time to time.

## Accountabilities

You will work as part of a varied and diverse team who have a range of experiences across the renewable industry. As a CEA team member, you will help to support the team in problem solving day to day issues that arise from teams and managers. This includes (but is not limited to) the opportunity to:

- Administration of the Xero system for all CEA accounting matters.
- Completing and managing the invoicing process – e.g. collating time-recording information based on Xero entries and reports, entering associate time and invoices from sub-contractors, producing draft invoices for Project Managers to review and submitting final invoices to clients.
- Support the Financial Controller with financial tasks as required, including:
  - Responsive and proactive Credit Control
  - Administering payroll and company benefits.
  - Undertaking the ongoing compliance on all day-to-day business taxes, Payroll, VAT, benefits in kind etc.
  - Effective cash flow management, including cash flow forecasting and maintain a long-term cash forecast.
  - Provision of financial information as required by the Leadership Team.
- Responsibility for maintaining our invoicing portals
- To undertake a range of financial support processes, processing orders, procurement of items, sales and purchase ledger entries and processes.
- Support with the organisation and arrangement of travel, meetings, conferences, and events.
- Assist the team with the management and maintenance of the Integrated Management System (ISO14001, ISO9001, ISO45001).
- Contribute to and assist with the provision of reports and updates to the Board and Leadership Team as and when required
- Providing finance support to members all CEA members as and when required

## About the Candidate

The individual must be able to demonstrate the following:

- Demonstratable IT skills and experience of using Microsoft Office software
- Minimum 4 years' experience and Proficiency in finance tasks in a business environment
- Demonstratable skills in use of Microsoft Excel (RSA Stage 2, CLAIT, ECDL or equivalent is preferred)
- 2-3 years' experience of using XERO Accounting software (Xero Certified Advisor is preferred)
- An understanding of sales and purchase ledger
- Clear, concise communication skills (written and verbal).
- Good interpersonal skills, the ability to build effective relationships and influence.
- Drive to learn independently.
- Educated to 5 GCSEs (A-C) including English and Maths or Relevant QCF Level 2 or equivalent
- Knowledge of the Data Protection Act requirements

## Skills & Requirements

- Possess an attention to detail and accuracy

- Excellent knowledge of Microsoft Office (in particular, Microsoft Excel).
- Excellent written and verbal communication skills
- Ability to work unsupervised independently working to tight schedules and managing multiple tasks.
- Ability to work to the company values and culture.
- Excellent organisational and prioritisation skills
- Translate priorities and action promptly into measurable results.
- Excellent problem-solving skills with a strong ability to identify and resolve.
- Work well within a team environment and independently.
- Understand and respect the principles of confidentiality and data protection.

### Salary

£30k - £40k per annum (Full-time equivalent and dependent on experience)

We are looking for this role to be part time (24-32 hours per week), however, we are flexible as to which days/hours are agreed.

### Location

Hybrid Working (Southampton, Hampshire)