



## **JOB DESCRIPTION**

Job Title: Finance/Office Assistant

Salary: £27k - £30k per annum depend on experience

Hours: 40 hours per week, Monday - Friday, 8.00am to 4.30pm

Location: Supersets London Ltd, The Depot, Thomas Lane, Catford SE6 4FF

Start Date: ASAP

### **Role summary**

Supersets is an innovative scenery construction company, specialising in film and television, pop promos, commercials, events and high end visual merchandising. We are seeking an exceptional Finance/Office Assistant to join our team.

The Finance/Office Assistant will be responsible for providing comprehensive financial, administrative and some marketing support to the Supersets office.

The role will suit a well organised and methodical individual that enjoys working within a small team and has a flexible approach to prioritising and executing their duties. You should have excellent bookkeeping skills, be confident working on spreadsheets and have confidence in speaking to suppliers and clients alike.

The ability to work independently and to communicate effectively with others is vital for this role, as is having a proactive and driven approach to work. You'll also have an affinity for developing and maintaining effective systems and routines.

### **Key Responsibilities**

#### **Finance**

- Managing the accounts payable process; posting supplier invoices in a timely manner, liaising with suppliers on any queries and ensuring payments are made on time
- Managing the accounts receivables process; raising all sales invoices with agreement from the project managers and chasing debtors for late payment to ensure swift resolution
- Reconciling company bank and prepaid debit card transactions on a daily basis
- Ensuring supplier, subcontractor and client information is kept up to date and accurate
- Processing bi-monthly payment runs for suppliers and sub-contractors including expenses through Telleroo
- Ensuring payments are made to HMRC accurately and on time
- Processing payroll with assistance from the external accountants

# Supersets

scenery construction

- Reviewing VAT returns before submission by external accountants
- Managing pension auto enrolment records
- Efficiently entering accurate data for project specific budgets and cost monitoring
- Resolving finance related queries as first point of contact for internal and external stakeholders

## **Office**

- Maintain an efficient office environment undertaking routine clerical duties including filing, deal with post, coordinating stationary orders etc
- Attend to postal, telephone and email enquiries in a timely manner
- Assist with recruitment of new employees and issue contracts to new starters, ensuring that accurate and complete staff records are maintained
- Assist with maintaining up to date health and safety records / policies and accident books etc, ensuring compliance with Health & Safety Regulations
- Evaluate and improve administrative processes

## **Marketing**

- Maintain and update content on Supersets social media pages – Instagram, Facebook & Twitter – using Planoly
- Maintain and update content on Supersets website using Wordpress Elementor

## **General**

- Ensure compliance with company policies and procedures at all times
- Liaise on office IT support and troubleshooting problems where necessary working with the external IT provider and support team

## **PERSON SPECIFICATION**

### **Essential skills and experience**

Proven experience in a Finance & Administrative role

Self motivated, highly driven and enthusiastic with a willingness to problem solve using analytical skills

Experience using Xero accounting software or similar software

High level of competency with Google Docs (especially Google Sheets) or Microsoft Office software

Experience creating and maintaining spreadsheets

Professional telephone and email manner

Excellent attention to detail



Ability to work independently and ask for clarification where needed as well as working as part of a team

Ability to exercise the highest level of confidentiality

### **Desirable skills**

Experience using Mac computers and software

Knowledge of social media platforms and Planoly

Understanding of data protection and the GDPR regulations

Experience working as part of a small team in a similarly varied role

Recognised finance qualification

Experience using Wordpress and Elementor

An interest in scenery construction for the Film and TV industries

### **APPLICATIONS**

To apply, please send your CV and covering letter outlining your experience to [accounts@supersets.co.uk](mailto:accounts@supersets.co.uk)