

## Providence Job Specification for Open Requirement Finance Assistant for UK Office

1. **About Providence** – Providence provides government, defence, and law enforcement customers with bespoke capability development initiatives, equipment procurement solutions, and best-in-class operational training. We are a small business set in the heart of the Duchy estate in Harewood End, occupying a series of charming, restored barns and overlooking the beautiful sprawling Herefordshire countryside. We pride ourselves on our reputation for delivering the best solutions and services to our clients, without fuss, and in discreet support of their many varied requirements. We are looking for a new colleague to join our Finance Team, to help us scale finance operations and to provide accurate insight on growing finances and expenditure. We understand that people are the engine behind Providence, and we draw on our technical, operational, and customer support experience to provide the know-how and means to solve some of our clients' most challenging operational problems.

2. **Outline Description** – We are looking to appoint a new Finance Assistant in our UK office. This is an excellent opportunity for someone with prior experience in a Finance or Accounts role to join our expanding Team. The work is multi-faceted, fast paced and requires a detail orientated approach. It is our goal to provide more direct finance support to other Teams within the business as well as to scale and accelerate general accounting functions. We will support you through the inevitable learning curve of onboarding and coming up to speed, and also provide any training or further education needed to get you into your stride.

### Job Specification

#### 3. Role Specifics

<b>Job Title:</b>	Finance Assistant
<b>Contract Type</b>	Full Time
<b>Department/Team:</b>	Finance
<b>Reports to:</b>	Chief Finance Officer
<b>Responsible for:</b>	Processing, reconciling, and providing insights from Company financials and accounts.
<b>Job Location:</b>	Harewood End, Herefordshire.

#### 4. Principal Responsibilities and Accountabilities

- The processing of purchase invoices, correctly accounting for VAT and ensuring proper authorisation, coding and narrative.
- Reconcile supplier statements.
- Key data into our main accounting system (Xero).
- Export data from online portals and then import them into Xero.
- Preparation of weekly and monthly payment runs.
- Process employee expense reports.
- Reconciliation of bank and card accounts on a frequent basis.
- Provide administration support to Finance and to other functions of the business as required.
- Process customer payments.
- Assist with credit control.
- Create and maintain good relationships with suppliers and customers.
- Work with the wider teams to ensure timely and accurate expenses management.
- Fantastic Microsoft Excel skills.
- Work with CFO to mainstream financial processes and procedures, with a possibility of a software change in the future.

#### 5. Additional Responsibilities and Requirements

- Assist other teams in the business by providing financial insights, teaming to analyse and re-assess costs and margins, and by spreading finance knowledge and expertise across broader operations.
- Assist with compliance measures for the maintenance of ISO 9001 and focus efforts on the quality of record keeping and the maintenance of accurate entries.
- Eligible for background checks and security vetting - a condition of employment and graduating from probationary status is to pass [UK Security Vetting](#) at Security Check Level.

## Person Specification

Details	Essential	Desirable
<b>Education &amp; Eligibility</b> <ul style="list-style-type: none"> <li>• Must have the right to work in the UK.</li> <li>• Studying towards or currently holds an accounting qualification.</li> <li>• Full driving licence and passport.</li> </ul>	Yes Yes Yes	
<b>Knowledge</b> <ul style="list-style-type: none"> <li>• Strong organisational and administrative skills, with an emphasis on a high level of accuracy.</li> <li>• Familiarity with ISO9001.</li> <li>• Familiarity with Health and Safety.</li> </ul>	Yes	Yes Yes
<b>Skills, Abilities, and Attributes</b> <ul style="list-style-type: none"> <li>• Good IT skills and ability to pick up new software quickly. Must have good working knowledge of Microsoft Office Software.</li> <li>• Able to prioritise workload and work under pressure.</li> <li>• A willingness to learn and undertake ongoing training.</li> <li>• A friendly and professional attitude.</li> <li>• Ability to be adaptive and flexible in terms of approach to work.</li> <li>• Good attention to detail.</li> </ul>	Yes  Yes Yes Yes Yes	
<b>Experience</b> <ul style="list-style-type: none"> <li>• Prior employment in the Finance field</li> </ul>	Yes	
<b>Personal Attributes</b> <ul style="list-style-type: none"> <li>• Enthusiastic approach to learning new skills and technologies.</li> <li>• Diligent in approach and trustworthy and accurate in terms of output.</li> <li>• Inquisitive, dedicated, good team player.</li> </ul>		Yes Yes Yes

### 6. Notes and Benefits

- Strong company culture and pleasant, rural working environment.
- Company socials, meals, and days out.
- 25 days holiday plus bank holidays, accruing 1 additional day per full year of service up to 5 days.
- Company pension.
- Opportunities for continual professional development to maximise potential in the role.