



JOB DESCRIPTION

Job Title: Finance Assistant

Department: Business Services

Reports To: Chief Financial Officer

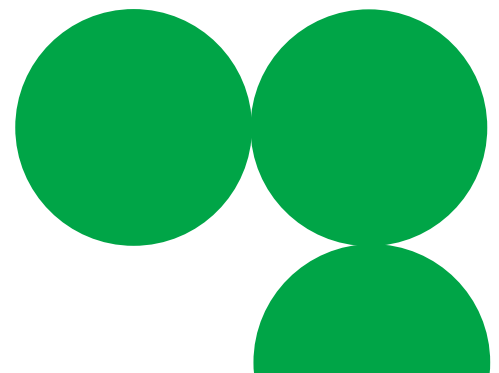
Background

Kascade is a Microsoft Cloud Services Provider that delivers secure and effective modern workspace services.

We're the tech sense behind organisational success

We're on a mission to enable people through technology. Working as a tech partner, we learn about our client's needs, discover where they are on their modern workspace journey, and guide from there. The result? The 'Kascade Effect' – enhanced user experiences, seamless collaboration, and boosted productivity, all underpinned by robust security.

We aspire to unlock brilliance in our colleagues with clear development and career progression plans to align individual growth to the organisational growth plans.

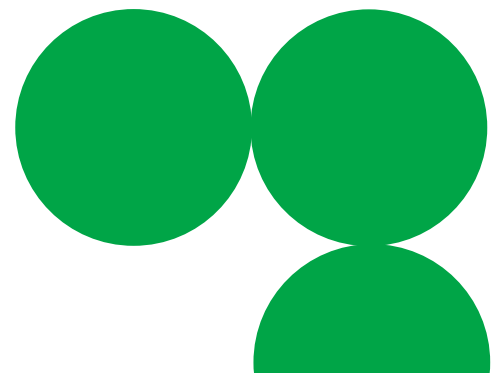


Overall purpose of the role

To support the Financial department in the day-to-day financial operations of the business, including accounts payable, reconciliation, reporting and general bookkeeping activities, ensuring accuracy, timeliness and effective financial control.

Key duties & responsibilities

- Process all overhead invoices and credits ensuring appropriate authorisation is received
- Process all training and contractor invoices/credits
- Reconcile all accounts to supplier statements.
- Liaise with suppliers via telephone and email to resolve any queries
- Advise suppliers of payments and issue remittance advices.
- Raise BACS payment files on a mid-month and month-end basis
- Maintain up-to-date supplier bank details in accounting system.
- Reconcile all company bank accounts on a daily basis.
- Reconcile all company credit cards on a monthly basis.
- Process and pay all employee expenses on a monthly basis.
- Ensure good housekeeping of purchase ledger at all times
- Manage Wells Fargo payment portal for Dell supplier account on a weekly basis
- Understand and complete_RBSIE posting on a daily basis and reconcile at month end
- Support the integration of ConnectWise platform into Sage
- Provide cover for other members of the department during periods of leave/sickness

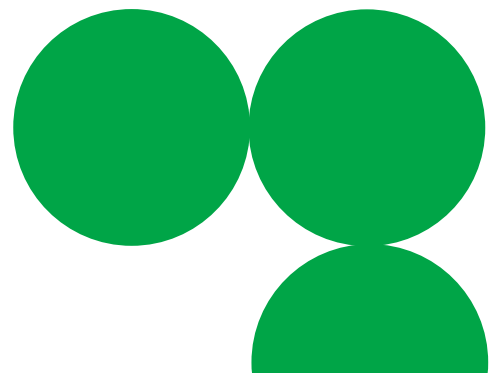


Key Performance Indicators

- Well maintained purchase ledger (credit balances have valid explanation, all payments matched to invoices etc, old balances have valid reason)
- Zero duplicate/erroneous payments to suppliers
- Bank reconciliations completed on first working day of the month
- Staff expenses processed and paid in accordance with expenses policy

Hybrid working expectations

The expectation for this role is to be present in the office for 3 days per week and 2 days working from home. The days are subject to agreement.



PERSON SPECIFICATION

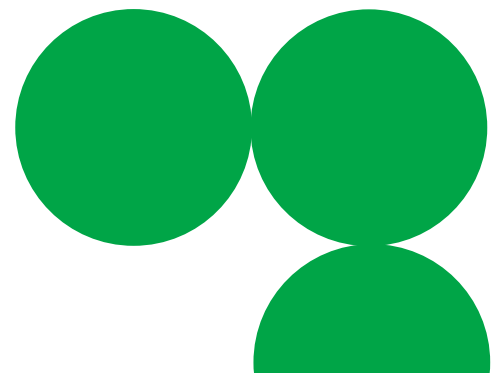
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Knowledge, skills and qualifications:

Essential:	Desirable:
<ul style="list-style-type: none">• Attention to detail• Good communication skills• Ability to work to tight deadlines• Ability to work independently or as part of a team• Conscientious work ethic• Able to manage multiple tasks and work-streams• Strong time management, prioritisation and organisational skills• Have excellent communication skills and professional telephone manner• Ability to manage suppliers demanding immediate/early payment• Work well under pressure• Experience using Sage software	<ul style="list-style-type: none">• Previous experience in a similar finance role

Core competencies:

- Numeracy
- Communication
- Organisational skills
- Problem solving capabilities



OUR VALUES & BEHAVIOURS

The Cascade values are how WE do business. Our values underpin the way we make decisions and our guiding principles for how we behave.



Honesty is the best policy

Be open with your teammates and give clients honest answers. We want a solid team and long-standing relationships – showing integrity and trustworthiness will make this happen.



Take ownership

Show people you can be counted on to deliver because we go above and beyond for our clients. And step in when your colleagues need support or encouragement to honour our business commitments.



Be constructive

Apply your distinct knowledge to investigate and solve problems. Think critically, and ask for advice to refine your skills and keep learning. Give others clear and helpful feedback in return, and always celebrate success.



Engage everyone

Build rapport and share your expertise. Learn from each other, and always be respectful. We want to be seen as industry-leading professionals, so it's OK to be opinionated – but never arrogant.



Embrace adaptability

Anticipate and communicate changing circumstances – if we need to switch things up, we do so without scrimping on performance. Proactively manage situations and look for ways to enhance people experiences.



Understanding is crucial

Be interested and inclusive – ask lots of questions of different people. Listen with patience and care so that people feel comfortable sharing their **opinions... and are receptive to yours in return.**

