The leading Oxford-based subscription agency for digital resources …for schools worldwide, colleges and libraries

Finance Assistant

About JCS…

JCS is a global subscription agency for digital reference resources with a large catalogue of resources from leading academic publishers for schools worldwide, UK Further Education colleges and Public Libraries. Our job is to promote these resources and try to secure as many subscriptions as we can for the publishers.

At JCS, you’ll be part of a young enthusiastic team so, unlike working for larger corporates, you’ll have the opportunity to be involved in all parts of the business and get the chance to contribute ideas for how we grow and develop.

We’re based in the Oxford Business Park near Cowley with plenty of free parking, close to bus stops and easy walking distance to the Cowley Retail Park and Temple Cowley shopping centre.

About the role…

Our growth as a result of our global expansion means that our Finance Manager needs an Assistant to undertake the following roles:

▪ Allocating and reconciling all funds received
▪ Following up with customers by email and phone to recover outstanding debt
▪ Recording progress of the outstanding debt collection
▪ Preparing and sending monthly customers statements
▪ Producing and reviewing regularly the monthly Aged Debtors Report
▪ Investigating customer account discrepancies and queries to ensure timely resolution
▪ Uploading invoices from Excel to Sage
▪ Processing supplier invoices
▪ Preparing weekly payment runs
▪ Carrying out ad hoc financial projects as required
▪ Filing and other administrative duties as required
Essential skills and experience...

- High grade in GCSE Maths, as a minimum; A-Level Maths preferred
- Good MS Excel and analytical skills
- Good spelling and grammar for writing clear and polite emails
- Ability to work accurately, quickly and respect confidentiality
- Excellent attention to detail and highly systematic
- Ability to work well on your own and as part of a small busy team
- A friendly, confident telephone manner
- Highly organised and able to manage several things at once
- A quick learner
- Some experience of customer support (even if gained whilst studying)

Desirable, but not essential

- Experience of using Sage

The package...

- We will pay a competitive salary plus annual bonus
- 25 days holiday plus statutory bank holidays
- Pension scheme
- Plus some other company treats