
Finance Administration Assistant

Job Description

Reports to: Head of Finance

Company Core Values

At Widgit, we're proud to be a purpose-driven software company. As a recently Certified B Corporation, we continue to uphold our promise of putting people before profit, striving to make a positive difference to the communities we serve, and the planet we call home.

Our core values of integrity, kindness and quality shape everything we do. Whether we're designing symbol-supported resources, supporting schools, or working together as a team, we expect everyone to reflect these values in their day-to-day work.

We believe business should be a force for good. We want our work to have a lasting, positive impact, not just for those we work with now, but for future generations too. That's why we aim to operate with care, respect, and consideration for others, in everything we do.

We ask all team members to bring a positive, thoughtful attitude to their work, both inside and outside the office, so we may continue to grow a culture we're proud of and make a real difference through our products and practices.

Job Purpose

As a full-time Finance Administration Assistant, you will collaborate with the team on the day-to-day functions of the Finance Department. From processing financial transactions and maintaining accurate records, to ensuring all activities comply with internal controls and policies, you'll deliver accurate and timely financial information while following internal controls and processes to help meet reporting deadlines.

This role is vital in maintaining the smooth running of financial processes, supporting month-end and year-end close activities, and contributing to the overall efficiency, transparency, and compliance of the finance function.

Main Duties

Key Responsibilities

- Managing AR and AP ledgers
- Managing PayPal transactions and processes
- Processing bank transactions
- Bank reconciliation
- Processing supplier payments
- Ensuring debtor management procedures are in place regarding the AR ledger
- Preparing and submitting non-union VAT MOSS reports
- Collecting and entering data for various financial spreadsheets
- Supporting the month-end accounting procedures
- Liaising with the Customer Success team when queries arise
- Monitor and action the Finance Department's generic inbox
- Provide additional support as required to the Head of Finance

Royalties

- Process quarterly overseas partner reports and contra royalties
- Prepare quarterly reports for third parties, e.g. resource creators
- Process quarterly reports received from licensees

Person Specification

Skills, knowledge and characteristics

- Familiarity with basic accounting principles
- Proficiency in financial and accounting systems and software packages
- Proficient in MS Office, particularly Excel
- Attention to detail
- Discretion when handling confidential information
- Accurate and timely bookkeeping
- Time management and organisation skills
- Technical competence and ability to adapt to new processes and systems
- Good level of clear and accurate written communication
- Ability to communicate effectively and appropriately in different situations
- Ability to work independently and as part of a team
- Ability to multi-task various responsibilities at the same time
- Willingness to learn and develop professionally