



Job Description

Position	Finance Assistant
Team	Finance
Responsible WLFC Director/SVP	Andrew Mirsky, VP and Corporate Controller
Responsible WAML Line Manager	Steve Lockyer, Head of Finance

<p>Summary of Role;</p> <p>Reporting to the Management Accountant.</p> <p>To provide finance assistant support to the UK Finance team of Willis Asset Management Limited (WAML) and Willis Aviation Services Limited. WAML is a \$10M aviation consultancy with a worldwide client-base based in Bridgend. WASL is an \$6M Aviation Services company based in Teesside International Airport.</p> <p>WAML and WASL trade in USD, GBP and Euros and reports in USD.</p> <p>This is a junior Finance role which will give the postholder well-rounded experience in all aspects of finance transaction processing. Responsibilities include Accounts Receivable support, Accounts Payable support, receipt and payment processing, raising Purchase Orders, maintaining PO and Invoice logs, managing petty cash etc.</p> <p>Provide cover for Finance colleagues and perform any other duties to ensure the team meets deadlines and works to the required standards.</p> <p>The candidate will be supported to study.</p>
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Principal Responsibilities and Activities:

Area of activity	Responsibility
Accounts Receivable	<ul style="list-style-type: none"> • Raise customer invoices and credit notes and distribute to clients on a daily basis. • Ensure all paperwork relating to the sales ledger function and client, is appropriately and appropriately filed and archived. • Daily posting of AR cash and ensure cash files are fully maintained. • Assist the AR Supervisor with month-end processing and ad-hoc reporting including month-end customer statements
Accounts Payable	<ul style="list-style-type: none"> • Maintain Purchase Invoice log and post purchase invoices and credit notes • Raise Purchase Orders and maintain PO logs • Obtain appropriate authorisations from operational managers • Raising payments for appropriately authorised invoices • Daily posting of cash payments and maintaining cash book

Area of activity	Responsibility
	<ul style="list-style-type: none"> • Assist the AP Supervisor with month-end processing and ad-hoc reporting including statement reconciliations.
Other Finance responsibilities	<ul style="list-style-type: none"> • Manage petty cash. • Oversee and order office supplies and stationery.
Other duties/ Cover	<ul style="list-style-type: none"> • Provide general administrative support to the finance function and business as a whole. • Enforce Group processes and procedures including Sarbanes Oxley (SOX) compliance. • Provide holiday/absence cover for colleagues within the Finance team when necessary.

Job Descriptions will be reviewed and discussed annually in line with the Staff Appraisal Scheme.