

JOB DESCRIPTION

Job Title: Finance Assistant

Reporting to: Finance Manager

Salary range: TBC

Location: Milton Park

Application deadline: Thursday, 31 January 2019

Purpose of the job

Oxitec is an innovative and entrepreneurial biotech business and a pioneer in controlling insects that spread disease and damage crops. The company is a subsidiary of a publicly listed US company.

The role is designed to provide support to the Finance Manager and the successful applicant will be working as part of newly formed dynamic finance team and will have opportunities to provide the purchase ledger requirements for the company and facility administration.

Responsibilities

Purchasing/Accounts Payable

- Ensure all order request forms are completed and approved in accordance with the agreed procedures and policy.
- Raise PO in the accounting system
- Negotiate rates with suppliers & place orders Receive deliveries and collate delivery notes with Purchase Orders.
- Investigate late or incorrect deliveries - supervising the quarantine procedure and dealing with pricing queries.
- Assist with month-end accounting entries e.g. depreciation, prepayments

Facilities Administration

- Maintain an annual planned maintenance schedule, review regularly, organise upcoming activities by liaising with internal stakeholders and external suppliers
- Obtain quotes and raise POs and approvals for all proposed work prior to commissioning
- Administer all facilities soft services e.g. Cleaning contract, laundry contract
- Manage and order as required stationery, kitchen supplies & office equipment
- Liaison with Milton park facilities team

Scientific Equipment

- Manage an accurate and up to date register of all scientific equipment including asset labelling and recording through liaison with lab managers
- Ensure all scientific equipment is serviced and maintained including PAT testing

Key Qualifications and Skills

- Must be diligent and organised
- Thrives and is resilient in an environment of change and ambiguity
- AAT part qualified desirable

Key Experience

- Previous purchase ledger/accounting experience
- Experience of working in a small team