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| Job Title: | Accounts Assistant (Maternity cover 1 year FTC) |
| Location: | UK Home-based |
| Department: | Finance |
| Manager: | Financial Controller |

Company Overview

ONVU Technologies is a privately held Swiss group, operating out of bases around the globe including US, UK, UAE and Turkey. Through annual investment in R&D, talent acquisition and strategic partnerships we go to market via our brands focused on smart video, IoT and cloud applications. Our brands include ONVU Learning and Oncam.

We believe in developing empathy led technology to answer genuine challenges in the vertical markets we address; by enabling users to leverage the technology in a way that solves their problems. Use cases of this have been in creating business intelligence insights for retail via video, providing a safer environment in an airport or helping teachers create better student outcomes by leveraging IoT devices in the classroom for insight and CPD.

Role Overview

This role is covering Maternity leave for one year. In the role of Accounts Assistant, you will become an integral part of our dynamic and growing Finance team, with opportunities for professional growth and expanded responsibilities. This position is dedicated to supporting the financial operations of our Oncam and ONVU Learning brands. Key duties include posting supplier invoices, conducting bank reconciliations, and issuing customer invoices to ensure timely and accurate billing.

We are looking for a detail-oriented professional with strong organisational skills to maintain precise financial records and support month-end closing processes. Working closely with the Finance Manager, you will play a key role in facilitating the efficient financial operations of our organisation. This role also offers mentorship and training under the guidance of an experienced and professionally accredited Finance team.

Responsibilities

- Process and post Purchase invoices including invoice approvals/authorisations
- Post bank receipts and payments
- Bank Reconciliations
- Credit Control
- Process employee expenses and maintain accurate expense records.
- Reconcile supplier accounts to statements
- Prepare monthly supplier payment runs
- Liaise with clients, suppliers, and internal departments regarding payments and queries
- Preparing and Posting Journals – depreciation, payroll, prepayments, accruals, etc.
- Assisting with the preparation of VAT returns
- Assisting with the preparation of management accounts and annual financial statements
- Provide general administrative support to the finance team as needed.
- Working closely with individuals across the business at all levels
- You will also be required to carry out any other duties which may reasonably be required of you.

Essential Requirements

- Minimum of 2 years experience in a finance or accounting role
- Experience with multi-currency and entity accounts
- Working towards at least AAT or equivalent

- Knowledge of bookkeeping and accounting terminology
- Use of Advanced Excel (MS office)
- Good attention to detail
- Strong communication skills - interview
- Ability to prioritise a varied workload - interview

Desirable Requirements

- Experience with SAP
- Experience with Chargebee
- Experience with PowerBI

Skills and Understanding

- Clear speaking, listening and written communication skills
- Ability to adapt to change in a fast paced environment
- Ability to negotiate and influence
- Ability to problem solve
- Ability to meet tight deadlines
- Ability to effectively deal with conflict
- Ability to multi-task and stay organised
- High attention to detail
- Ability to stay calm under pressure
- Ability to use own initiative
- Ability to work in a team
- Competent in MS Office

Why work for us?

Aside from being a collaborative, innovative, inclusive bunch, our purpose is to have impact on the world using our cool technology.

Benefits

On top of a competitive salary, you can expect a whole load of perks:

- **25 days' holiday pro-rata + bank holidays:** We understand the importance of you getting some downtime.
- **Access to a learning platform:** Not only do you learn lots on the job, but you also have access to a platform of bite-sized courses.
- **Enhanced Family Friendly Leave:** Support for you and your family to help you navigate through the ups and downs of family life.
- **Medical Cash Plan:** Claim back the cost of your medical treatments from dentists, optometrists, and many more.
- **So many savings:** Through our online community platform, you can access dozens of daily deals, from money off top retail brands, cinema tickets, gym memberships to discounts on days out. There is something for everyone!
- **Employee Assistance Programme:** Our people are at the heart of everything we do, so if you're happy, we're happy.
- **Quarterly Employee Core Values Awards:** Nominated by your peers, the winner gets a fancy glass trophy and a voucher!
- **After smashing probation:**
 - Private Medical Health Insurance with Vitality for you and your family.
 - Work From Anywhere: That's right, you read that correctly! For up to 15 days in a consecutive year, you can work ANYWHERE aside from your home office.
- **Raising money for charity:** We're all about giving back and having lots of fun in the process!

- **Candidate Referral Scheme:** Know the perfect person to join the team? You could bag up to £2,000 for putting in a good word.

We are powered by uniqueness.

We are diverse bunch and celebrate over 14 different nationalities across our regions. We champion and welcome diversity in our workforce and ensure all job applicants receive equal and fair treatment, regardless of gender, sexual orientation, marital or civil partner status, gender reassignment, race, colour, nationality, ethnic or national origin, religion or belief, disability or age.