

Finance Assistant

We have an exciting opportunity for an individual to join our friendly and professional team here at Mazuma. We want that special someone with great experience working within a Direct Debit, Credit Control or similar environment. If you excel at contacting customers regarding outstanding payments, have close attention to detail and are friendly, professional and have excellent listening skills we would love to hear from you.

Why Join Mazuma?

We are a dynamic, innovative, and growing company looking for an ambitious and hard-working individual to join our team. Running a small business is hard work. There is a huge amount of information out there and small businesses can easily become overwhelmed by all the conflicting advice.

Whether a business is ProTech or NoTech, we've got them covered. Our mission is to innovate and solve problems on behalf of our clients.

Mazuma exists to make life simple for small businesses by handling all their bookkeeping, accounts and tax requirements for them whilst providing the highest level of customer care.

It's a real adventure and we have exciting and ambitious plans for the future and this is an opportunity to be part of something big.

- **Innovation:** Be part of a company that values and encourages innovation in its approach to finance and accounting.
- **Career Growth:** We invest in our team members and provide opportunities for professional development and career advancement.
- **Collaborative Culture:** Join a collaborative and supportive team that values open communication and teamwork.
- **Impact:** Your contributions will directly impact the success and growth of our firm.

Overall Responsibility:

To ensure the effective billing of clients, provide support to the Finance Officer with ad hoc tasks and manage the purchase ledger.

Main Tasks:

- Take a pro-active role in managing and collecting customer Direct Debits
- Create, manage and amend Direct Debit system for all clients
- Liaise with clients regarding payment queries and failed Direct Debits

- Ensure missed payments from clients are followed up and received in a timely manner
- Negotiating payment plans for outstanding fees
- Monitor Finance mailbox
- Processing payments over the phone by credit/debit card
- Manage the purchase ledger and make payments to suppliers

About you:

- The ability to prioritise workloads
- The ability to take initiative and work without supervision
- Highly organised
- Experience within a finance environment/ credit control / admin support role
- A professional and hard working attitude
- Excellent communication skills both verbally and written - assertive but tactful.
- IT Skills – experience using Quickbooks is desired
- Friendly, approachable and decisive

Rewards and Benefits:

You can expect to be part of a great culture and fantastic team with opportunity for significant career development and support in further training.

- £26,000 to £30,000 salary per annum (these amounts are for full time so would be pro rata in line with the working hours)
- 20-25 hours per week - flexible on this
- Pension contributions
- 2 well being days
- 23 days holiday a year plus bank holidays
- CSOP scheme
- Flexible modern working practices
- Other exciting benefits being introduced very soon too

Mazuma is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.

If you are interested in this position and would like further please contact Rae Allen at hr@mazumamoney.co.uk.