

Job Description

Job Title: Commercial Finance Assistant

Location: Office based, Abingdon

Department: Commercial Finance

Position Reports To: Commercial Finance Manager

Company Overview

Gigaclear is a high growth company delivering fibre-optic broadband to underserved rural communities in England. Started in 2010, the company is expanding rapidly across England. With head offices based in Abingdon, Oxfordshire and a significant proportion of staff based in the field Gigaclear currently has over 250 employees and is pursuing ambitious growth plans.

Purpose of the job

The Commercial Finance Assistant will be responsible for completing many of the periodic reports required for our clients across many different projects. They will also be responsible for many internal processes including the creation of Purchase Orders and maintaining a register to track them.

Key Accountability & Responsibilities

- Preparing grant claim files monthly
- Managing the Commercial Finance inbox (review and approval of PO's, Validation, Change Requests)
- Preparing evidence to support grant claims e.g. invoices, measures, timesheets
- Tracking qualifying operating expenditure – uncapitalized labour report
- Processing purchase orders
- Maintaining a register of approved validations and PO's
- Admin and reporting in CEMAR (contract management system)
- Updating Customer reports and slide decks
- Reviewing and checking invoices for approval
- Maintaining clawback schedules and reports
- Provide cover for other team members
- Update and maintain new cost to complete reports
- Updating monthly project reports for review sessions
- Month end review of the ledger for project costs (improve accuracy of ledger and reporting)

Knowledge & Skills

- Basic understanding of financial and accounting principles
- Proven experience of providing accurate reports and information, attention to detail is

essential to ensure the customers, both internal and external, requirements are met

- Strong communication skills to enable interaction with the wider business
- Strong Excel skills enabling efficient use of spreadsheets
- Demonstrated experience of being able to prioritize work load to ensure customer expectations are met in a timely manner
- Experience of providing financial reports on projects and liaising with Project Managers to help them understand the project costs
- Ability to work as part of a team

Qualifications & Accreditations

Experience of working within a Finance department and liaising with various stakeholders within the business.

Our Values

- We are effective and passionate in what we do
- We are speedy and responsive to colleagues and customers
- We are clear and open with all
- We deliver a transformational experience
- We are in a shared endeavour and will succeed together

This job description is not intended to be exhaustive. The post holder will be expected to adopt a flexible attitude to the duties which may be varied (after discussion), subject to the needs of the business and in keeping with the general profile of the role.