

Finance Assistant

Hours: Full Time – 40 hours per week

Contract: Permanent

Location: Windmill Hill Business Park, Swindon

Start date: TBC

Purpose of / Responsibilities of the role

Reporting directly to the Finance Manager this role will be involved across the whole Gensmile Group and spectrum of finance activities.

The company

Gensmile is building a different kind of dental group providing quality dentistry and an enhanced experience for both patient and clinician.

The founding ethos of Gensmile is to work with dental practitioners who seek to be freed of the demands of running a business and instead want to be able to focus on delivering high quality dentistry to their patients. We are committed to long-term partnerships with these clinicians.

Our aim is that each of our dental practices is a place where dental professionals want to build their careers and where patients receive a best-in-class experience with excellent clinical outcomes.

The company was founded in 2014, made its first acquisition in 2015, and is actively looking to grow through additional acquisitions and through organic development of the 25 dental sites, and 5 dental laboratories it owns already, making this an exciting time to join the business.

The company has experienced rapid growth over the previous 4 years, growing from zero to circa £30million turnover once all current acquisitions complete. We would expect this growth to continue, therefore require employees who can contribute to this growth and develop their skills over time.

We are a dynamic company and believe work should be an enjoyable place to be. We offer flexible working hours, with the core hours being between 9.30am and 4.30pm.

Have a look at our website (www.gensmile.co.uk) for more information about us and what we do.

The post

The role of Finance Assistant is provide accurate bank reconciliations on a daily basis as well as involvement in a wide range of finance activities. The successful hire has the opportunity to develop the role and make a real contribution to the future of the business.

The core duties for the post are:

- Processing all bank statements including 3 x Laboratory banks and newly acquired practices
- Petty Cash reconciliation
- Payment processing
- Credit card reconciliation
- Responsible for Head Office P&L (accruals and prepayments)
- Quarterly rental payment management

- Provide Working hours trackers each month for all practices
- Update reporting packs each month for all practices
- Fixed Asset Register maintenance
- Ad hoc requests from the finance team

Skills/Experience

Educated to degree level

Currently studying toward professional finance qualification (ACCA/CIMA)

Experience communicating with a range of stakeholders.

Proficient MS Office skills, (in particular Microsoft Excel)