

Senior Finance Assistant

Reporting To: Financial Controller

Term: ASAP, permanent, full-time, flexible and/or hybrid working available.

Package: £30,000 to £38,000 per annum.

Location: London (Kennington).

About Q-bot:

Q-Bot is a leader in combatting climate change and making existing buildings more efficient by using robots to install underfloor insulation. Our interventions already save Kilotons of CO2 per year. We are accelerating the rate of change by growing our a “robot-as-a service” model (RAAS) and expanding placements of our technology via Partners in the UK, EU and USA.

The role:

We are excited to be looking for an experienced Senior Finance Assistant with a proven track record supporting the day-to-day operation of a growing finance department, providing critical business insight to help drive sound decision making. You'll be working in a growing company, taking responsibility for a wide range of Finance tasks.

The ideal candidate will have substantial experience working as a Senior Finance Assistant or similar and be proficient in Excel and Xero. Completion or part completion of a relevant accountancy qualification, or experience to a similar level is desirable. You should have an analytical and methodical approach as well as being process driven with excellent attention to detail.

Key Responsibilities:

- Bookkeeping and month end processes, including reporting, accruals, prepayments, bank reconciliation and monthly analysis
- Assist with the production of monthly Management accounts
- Experienced in filing tax / VAT returns, supporting audits and providing advice on financial matters to management.
- Balance and maintain accurate ledgers
- Undertake accounts payable process and payment runs, including posting invoices to the accounting system
- Manage accounts receivable and credit control
- Driving continuous improvement of all finance processes for maximum efficiency and the achievement of cost-savings.
- Developing strong working relationships with budget holders and implementing robust financial controls at all levels.

Requirements:

- Substantial experience working in a Finance role.
- Substantial experience of bookkeeping and month end processes, including reporting, accruals, prepayments, bank reconciliation and monthly analysis.
- Proficiency in the use of Microsoft Excel (to intermediate or advanced level) and experienced with Xero.
- Self-motivated and highly organised with good attention to detail.
- Excellent verbal and written communication skills.
- Process driven, can effectively manage tasks, report progress, plan time and work to deadlines.
- Part or fully qualified in one of following AAT/ CIMA/ ACA/ ACCA (or similar experience) is desirable.

Behaviours:

- Work hard and work smart. Allow colleagues and junior team members to understand what it takes to deliver extraordinary growth in the resource-constrained, agile, fast-changing context of an SME.
- Adaptable and happy to take on new challenges but recognise when to seek guidance.
- Can do attitude and willing to lend a hand with other teams when required.
- Be proactive in communications

More About Q-Bot:

Q-Bot Limited, was formed in 2012 by award winning architect Tom Lipinski and Professor Peter Childs from Imperial College London, with the goal of using robotics and AI to transform the construction industry. Q-Bot’s solutions enable the delivery of innovative new services for the inspection, maintenance and upgrade of buildings which empower workers, improve safety, are cost-effective, and efficient. Q-Bot is revolutionising the industry by connecting the built environment with robotics and AI, to rethink processes that have remained unchanged for hundreds of years. The company is backed by EMV Capital, multinational St. Gobain, EIS investment platform Wealth Club, and other investors.

Q-Bot has already brought to market a unique retrofit solution, using a robotic device to apply insulation under suspended floors of existing homes. The solution is cheaper, performs better, and has none of the disruption of more traditional methods. Through its work with local councils and housing authorities, for whom it is increasingly becoming the de facto standard, the Q-Bot solution has been proven to reduce fuel poverty by improving the energy efficiency of homes, whilst substantially reducing their carbon footprint- cementing the company’s strong ESG credentials. Q-Bot has also grown to work with private customers, to reduce household bills, and eliminate the discomfort caused by cold draughts coming up through floorboards. The solution is TrustMark certified and fully accredited by the BBA.

Q-Bot is an equal opportunities employer and welcome applications from all suitably qualified persons regardless of their race, sex, disability, religion, belief, sexual orientation, or age.

Please apply: Online or to future@q-bot.co with a covering letter and CV.

