



## **Job Description - Finance Assistant**

An exciting opportunity has arisen to join Evolve Dynamics as a full-time Finance Assistant, based at our workshop near Farnham, Surrey.

Evolve Dynamics is at the forefront of research, design and development of next generation UAS/UAV systems for the industrial, security & defence sectors. Our mission is to develop autonomous/semi-autonomous, highly capable, and best in class UAV solutions. We design and manufacture aircraft, ground control systems, camera/additional payloads and software. Our client base has grown 500% in the last 12 months and includes police forces, the military, fire services and search & rescue teams.

We have a vibrant, closely knit, friendly and fun team which is rapidly growing. Our newly-built workshop is surrounded by picturesque fields and is 5 minutes' drive from Farnham town centre.

We are looking for highly motivated individuals who can think creatively, independently identify areas for improvement, tackle potential barriers to progress and propose solutions. The successful candidate will be responsible, thorough and accountable with a sharp eye for detail.

### **Responsibilities**

We are looking for a Finance Assistant to join us and support the Finance Manager with the day to day finance operations. The key responsibilities will include:

- Support month-end processes for the business
- Take ownership of bank reconciliations, ensuring precision and accuracy
- Manage accounts payable, ensuring the accurate and timely processing of supplier invoices and expenses in compliance with financial policies and procedures
- Assist in maintaining accurate records of customer payments, monitor outstanding balances, and collaborate with the sales team to resolve any billing inquiries or issues (accounts receivable)
- Collaborate with cross-functional teams, including operations, marketing, and product, to provide financial insights, support decision-making, and foster effective communication
- Assist in preparing and analysing financial reports, supporting the finance team in month-end and year-end closing processes (financial reporting)
- Support with VAT, payroll, and HMRC filings
- Identify areas for process improvement within the finance function, implementing new systems, tools, and methodologies to enhance efficiency and accuracy (process improvement)
- Conduct ad-hoc financial analysis to assist senior management in business decision-making

### **What we need to see (essential):**

- 1-2 years' experience working within a small business as a Finance Assistant, Assistant Accountant, Bookkeeper or equivalent
- Meticulous attention to detail
- Ability to operate with professionalism and discretion and handle confidential or sensitive information with care
- Excellent verbal and written communication
- Willing to work full time located in our newly built Farnham HQ
- Enthusiasm to take on new tasks
- Team player who values collaboration
- Advanced knowledge of Excel and ideally Google Sheets
- Ability to work to deadlines
- Ability to manage own workload and tasks
- Able to manage changing priorities and multi task
- Excellent numerical skills

### **What we would like to see (bonus):**

- AAT Qualified or ACCA, CIMA studier
- Proactive and entrepreneurial spirit to spot opportunities for improvement
- Highly computer literate (Windows, MS Office, Calendar)
- Advanced knowledge/experience of accounting packages (Quickbooks, Sage, ODOO)
- Understanding of PAYE & NIC
- Dealing with basic bookkeeping - entering invoices, purchase orders, reconciling
- Processing and paying sales & purchase invoices
- Recording receipts and payments, including credit control
- Liaising with customers and suppliers reference payments
- Preparing, checking and reconciling ledger balances and other monthly and yearly accounts
- Completing and submitting VAT returns
- Handling company expenses and payroll systems
- Reconciling company bank statements
- Preparing cash flow statements

### **Hours**

This is a full time position, based at our workshop near Farnham, Surrey. Hours are 0900 to 1730 Monday to Friday, with the potential for some flexibility that can be agreed with the Finance Manager.

### **Salary**

A very competitive salary will be paid for the position, dependent on experience.

### **Benefits**

- 25 holiday days annually
- Participation in company's pension scheme (SmartPension)
- Support with training including paid study days and contribution to qualifications
- Eligible for company-wide bonus scheme
- Free snacks and drinks in the office
- Regular paid-for social events
- Evolve swag!

### **Find out more**

Interested candidates are welcome to get in touch to arrange an informal conversation before applying. Please email [careers@evolvedynamics.com](mailto:careers@evolvedynamics.com) referencing the job title.

### **How to apply**

Only applications made by email will be considered. To apply, please send a copy of your CV together with a covering note describing why you would like to work for Evolve Dynamics and what makes you suitable for the role to the CEO, Mike Dewhirst, at [careers@evolvedynamics.com](mailto:careers@evolvedynamics.com).

Applications will be considered on a rolling basis. The start date will be as soon as possible.

Discover more at [www.evolvedynamics.com](http://www.evolvedynamics.com).