



Job Description – Finance Assistant

This individual is responsible for supporting the financial operations of Crystalight Ltd, including tenant account management, rent collection, invoicing, and administrative financial tasks. The Accounts Assistant ensures accurate financial record-keeping and supports the finance and property management teams.

Job Title

Finance Assistant

Reports To

Finance Manager

Purpose

To support and maintain accurate financial records for Crystalight Ltd, assist with accounts payable and receivable, and ensure timely collection of tenant payments. The Accounts Assistant will provide financial administrative support, assist in reporting, and help the finance team deliver smooth and compliant operations.

Job Description

Accounts & Financial Management:

- Assist with accounts payable and receivable functions, including processing invoices, payments, and expense reports
- Maintain accurate tenant account records and reconcile discrepancies
- Support rent collection by contacting tenants for overdue payments via phone, email, and written correspondence
- Assist in preparing financial reports and statements for the finance team
- Reconcile bank statements and other financial documents
- Perform data entry accurately and maintain up-to-date financial information

Administrative & Operational Support:

- Support the finance and property management teams with day-to-day administrative tasks
- Maintain financial and tenant databases (on Xero and Excel spreadsheets)
- Ensure compliance with financial procedures and internal guidelines
- Provide regular reporting on arrears, payment status, and collections progress
- Assist with audits and other ad hoc finance or property-related projects

Requirements:

- Previous experience in accounts, credit control, or property management preferred
- Proficiency in accounting software Xero, QuickBooks, or similar programs such as sage.
- Strong attention to detail and accuracy in financial record-keeping
- Excellent organizational and time management skills
- Strong communication and negotiation skills
- Ability to work independently and prioritize tasks effectively
- Familiarity with financial terminology, tenant account management, and Workday software is a plus
- Professional, approachable, and calm under pressure

What We Offer:

- Competitive full-time salary and benefits package
- Friendly and supportive working environment
- Opportunities for professional growth within Crystalight Ltd
- Exposure to both finance and property management operations

Signature _____ Date _____

Signed on behalf of the Abbey College / Crystalight LTD

_____ Date: _____