

## We are recruiting a Finance Assistant to join our growing Finance Team.

We started with a vision; and we've stuck to our four key principles: **Fresh. Smart. Open. Real.**

We have a genuinely flexible, people-first approach to our work and company culture (including employee ownership and a permanent 4-day working week) and are looking for someone great, who shares our values, to join our team in the UK. The successful candidate will have:

- ✓ a strong foundation in Finance (typically a finance degree or a minimum of 12 months' experience in a Finance team).
- ✓ a flexible and proactive attitude, with the ability to prioritize and work to tight deadlines while maintaining high standards.
- ✓ outstanding communication and interpersonal skills, with the ability to build and develop relationships with internal teams and clients



London



4-day (34-hour)  
week with  
flexible working



Competitive  
salary, dependent  
on experience



26 days' holiday,  
pro-rata  
(excl. Bank Holidays)



Generous  
employer pension  
contribution

## Reporting to our Financial Controller, the successful candidate will:

- manage purchase ledger including processing purchase orders, purchase invoices, dealing with queries and monthly reconciliation of supplier statements
- provide project income and cost reports on a timely basis to Project Managers
- process and reconcile monthly credit card statements and and reconcile staff expense sheets
- manage the petty cash, ensuring adequate funds available and reconciliation completed on a timely basis
- manage the foreign bank accounts (USD, GBP, \$AUD), process all bank transactions and reconcile the account in line with month end timeline.
- build and sustain successful client relationships, both internally and externally.
- prepare weekly payment run for review by Financial Controller
- ensure compliance with all financial best practice requirements, company processes and procedures

## We want to know your vision



Please submit your CV and a  
brief covering letter to:  
[careers@synergy-vision.com](mailto:careers@synergy-vision.com)

Synergy Vision delivers the difference to you with benefits, including:



- Birthday lie-in
- Option to purchase additional holiday
- Childcare vouchers
- Employee assistance programme
- Wellbeing package
- Season ticket loan
- Duvet days
- Cycle to work and electric car scheme

Staying true to our vision means we have offices in London, Dublin, and Sydney, securing a strong future for our employee-owners and clients alike. As we look towards what's next for medical communications and Synergy Vision, we want to know:

**What's your vision?**

