



**Job Title:** Finance Assistant  
**Contract Type:** Permanent  
**Start Date:** Immediate  
**Reports to:** Finance Director

### **Who we are**

We are a skincare brand who formulate clean and efficacious products, designed to optimise your skin's health. But alongside that we are also a values-driven brand who are trying to create change in an old-fashioned industry. We are striving to do better when it comes to our planet; be that through our raw materials, packaging or suppliers, whilst committing to only using 100% natural, vegan and cruelty-free ingredients.

BYBI stands for By Beauty Insiders. Founded by Elsie & Dominika in 2017, beauty bloggers, trained formulators and skincare experts who with the help of the team create products based on what they want and what they know doesn't yet exist.

We are looking for a self-starting individual with a passion for excellence and finance, to join our energetic, entrepreneurial team. This is a fantastic opportunity for an individual looking to grow their financial skill set within a fast growing – global beauty business. If this is you, please apply by sending your CV to [info@bybi.com](mailto:info@bybi.com).

### **Duties & Responsibilities**

#### **Accounts Payable**

- Chase outstanding purchase invoices from suppliers
- Reconcile supplier statements
- Manage supplier relationships
- Preparation of weekly payment runs
- Process of daily payments through Xero
- Helping to implement a new PO system
- Credit checks on potential new suppliers
- Reviewing all direct debits and other monthly payments

#### **Accounts Receivable**

- Chase outstanding debt from customers
- Raise customer invoices, in line with orders being dispatched
- Assist operations with any stock discrepancies
- Reconcile customer statements
- Manage customer relationships
- Implement reporting on debt metrics

- Process of daily receipts through Xero
- Manage customer onboarding process

### **Orders (short term only)**

- Process customer orders with third party warehouse
- Investigate stock discrepancies

### **Management Accounting & Reporting**

- Bank reconciliations
- Continuously review the General Ledger and ensure that errors or mis-postings are corrected
- Bank & credit card reconciliations
- Assist with stock reconciliations
- Assist with month-end closure routine
- Prepare and update prepayment, accruals, WIP, and fixed asset schedules
- Assist with the preparation of the company's annual statutory accounts
- Support the Financial Director with preparing the year end audit file

### **Additional Value Adding Tasks**

- Interrogate systems to utilise relevant and appropriate data; and being inquisitive of information provided, challenging the status quo
- Support business partners and stakeholders to understand the financial impact transactions / initiatives
- Promotes best practice principles across all business units
- Ensures transparency of assumptions and financial outputs / recommendations; and Communicates regularly with business units and maintains open and collaborative dialogue with business partners
- Actively engages with stakeholders to enhance commerciality of Finance function; and Creates open channels of communication with business partners to ensure information is openly shared and challenge is welcomed.

### **Skill Set**

- Ideally AAT Qualified, have a relevant accounting degree or already be studying towards ACA, ACCA or CIMA
- Excellent computer skills and proficient in Excel, Word, Outlook, and PowerPoint
- Analytical thinking & problem solving
- Proactive
- Good at managing deadlines & prioritising tasks
- Excellent communication skills, both written and verbal
- Excellent attention to detail
- Adept at building and maintaining relationships and networks
- Experience in a Retail / FMCG environment ideal

- Experience in financial analysis / commercial analysis
- “Can do attitude” to drive change through finance team and wider organisation
- Study support will be offered to successful candidate

**Working Conditions**

- Home based at present, normal place of work Farringdon
- May be required to travel to United States
- Criminal Record Check is required
- Must have valid Visa or right to work in the UK