



Finance Assistant – part time

February 2022

We are looking to appoint an experienced Finance Officer to join our small Marine Insurance office, based at Cardiff Marine Village.

4 hours per day, 20 hours per week Monday to Friday.

Either 9am to 1pm or 1pm to 5pm, tbc by applicant.

£10.50 plus per hour depending on experience.

To be successful in the role of Finance Officer you will need:

- professional experience of using SAGE for a small to medium sized organisation.

You will also bring with you the following skills:

- Experience of working with Microsoft Office and in particular Excel.
- Knowledge of ACT or other CMS.
- Banking and credit control.
- Processing expenses, end of day bank, invoices.
- The ability to organise own workload to meet conflicting priorities.
- The ability to solve problems in a practical manner.
- Excellent communication.

This is an integral role within the business and the successful candidate will be responsible for the smooth running of financial tasks including managing Underwriters accounts.

Previous experience of working in an insurance based office and/or marine knowledge would be a preferable.

Immediate start. Permanent position, subject to 3 months probationary period

Please send a covering letter and CV to accounts@baymarineinsurance.co.uk