

Role profile:

Cash Finance Assistant



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About Bruntwood

At Bruntwood, we are led by one purpose: Creating Thriving Cities. Our deep connection with the cities we work in sets us apart; and for more than forty years, everything we have achieved has been with this purpose in mind.

We create buildings, workspaces, innovation, retail, tech and science facilities that are connected, balanced, sustainable and inclusive. Places people want to live, work and play in.

Bruntwood Works, the division taking care of our work and lifestyle spaces, is changing the way people work by creating inspiring environments that help people and businesses to flourish across Manchester, Leeds, Liverpool and Birmingham.

Bruntwood SciTech, our science and technology division, owns and manages the largest portfolio of science and technology assets in the UK including prestigious locations such as

Manchester Science Park, Alderley Park in Cheshire and Platform in Leeds.

We aim to reflect the communities we work in. Welcoming diverse opinions, creative ideas and talent enables us to understand our customers and communities better, and see the world a little differently.

We're also committed to investing in areas where our expertise can have the most impact, with around 10% of annual operating profits going to local causes, both directly and through the Oglesby Charitable Trust. Proud supporters of the arts, we work alongside many organisations to elevate arts and culture across our cities, such as Manchester International Festival, as well as The Royal Exchange on the Bruntwood Prize for Playwriting.

Buildings and space is just the start of our story, we create thriving cities for all.

Shape your World

Everything we do comes down to our five values. In practice, these will mean something unique to every person at Bruntwood, but if you're considering working here, give them some thought. They've been at the heart of our story for over 40 years. Take a look at our [video](#) to find out more

We really believe that if you're brilliant to work with, you deserve brilliant things in return - from the big important stuff like up to 8% matched pension, 28 days holiday,

private healthcare and enhanced maternity and paternity leave. Through to the "small perks" that help you out with the little things that matter just as much. At Bruntwood we might work hard, but we have the benefits and rewards in place to help you find that balance and enjoy life too.

**So, work with us and
shape your world..**



**Dream &
deliver**



**Never sit on
the sidelines**



**Be creatively
commercial**



**Pay attention
to detail
(it matters)**



**Be brilliant
to work with**



Role Profile

The role: Cash Finance Assistant

Salary: £25,000-£28,000

The Cash Finance Assistant will be responsible for day to day bank reconciliations, administering all cash receipts from customers, processing of staff expenses and ad hoc processing duties, management of the cash suspense account, and the relationship between Cash team and Credit Control, and assisting the Cash Team Manager on Process Improvement.

Along with a good knowledge of Cash Management, you will be an expert in excel, you will love data and really understanding it. You'll be a great communicator and confident to build relationships with colleagues and customers.

What you do:

- Completion of daily cash postings that will include: Customer cash received, adhoc supplier payments, supplier and customer Direct Debits, other miscellaneous transactions.
- Reconciliation and overseeing of multiple bank accounts, working to strict deadlines.
- Assisting the reconciliation of the Bank Suspense Account, regularly working with colleagues in both the Accounts Payable and the Credit Control Team to resolve unposted items.
- Regular review and clear down of unposted bank transactions, including reviews of historic balances on the Receivables ledger.
- Raising manual payments in respect of Adhoc payment schedule as well as inter-account transfers using different banking platforms.
- Maintenance of customer Direct Debits and any resulting queries.
- Processing of staff expenses including query resolution.
- Assisting the Cash Team Manager on the company pre-paid card transactions to ensure employee compliance.
- Respond promptly to customer and colleague queries with a can do attitude, always looking for ways to make improvements.
- Assist where needed during the annual audit process, including internal audits.



Role Profile

What we're looking for:

- Someone with excellent knowledge of Cash Management.
- Knowledge of double entry and journal posting.
- It's important you are highly numerate, confident in Microsoft Excel, and possess strong attention to detail and problem-solving skills
- You will be a confident communicator and be comfortable to build strong relationships.
- You will be proactive, pragmatic and strive to improve the way we do things.

Benefits of working with us

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Ways of Working



- We understand the importance of work-life balance, so whilst we are primarily an office-based culture (it's what we do!), we also want to encourage flexibility and agility where possible. Our colleagues make use of our different spaces and find lots of ways to collaborate which enable them to find the balance that brings out the best in everything they do.



Holiday

- **28 days holiday** - plus your birthday!
- **Buy & sell** more holidays if needed
- **Sabbatical** of up to 12 months so you can take a career break after five years with us



Money

- Up to 8% matched **pension scheme**
- **Enhanced maternity & paternity leave** - plus baby bonus!
- **Discounts & cashback** at leading retailers
- **Life assurance** / death in service
- **Rewards** for long service

Health



Employee Assistance Programme

- 24/7 access to mental health, legal & financial support, including counselling

- **Free healthcare cash plan** for all colleagues so you can claim back medical expenses like optical, dentist & physiotherapy. We also offer
- **Private healthcare** cover on an opt-in basis
- **Fitness classes**, free gym spaces & gym discounts
- **Healthy breakfasts** in our offices

Development



- **24 'Bruntwood Cares'** volunteering hours per year
- **Learning sponsorship**
- **Interest free learning loans** up to £2000 to pursue your passions
- **Mentoring scheme**

Travel



- **Interest free travel** to work loans
- **Cycle to work** scheme
- **Car park** discounts

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