

OPPORTUNITY: PART-TIME FINANCE ASSISTANT (12 HOURS PER WEEK)

If you are looking for a Finance Assistant role in the Bristol area, with the chance to work within a cutting edge, innovative company this could be just what you are looking for!

ABOUT THE ROLE

VUALTO are looking to appoint a part time Finance Assistant in our Bristol office for 12 hours per week. Days and hours are negotiable.

As Finance Assistant, you will be assisting the Financial Controller in managing, processing and troubleshooting various accounts and transactions.

DUTIES:

- Analysis and process of credit card statements
- Processing staff expenses
- Inputting purchase invoices on Sage 50
- Inputting bank transactions
- General accounting administration duties

REQUIRED SKILLS:

- Excellent organisational and communication skills
- Good knowledge of MS Excel is desirable
- Some experience of Sage would be an advantage
- Ability to manage a busy and varied workload
- Excellent numerical and written skills with good attention to detail

ABOUT VUALTO:

VUALTO is a fast growing company who design, develop and deploy pioneering technology to make online video happen. We are proud to work with broadcasters and content owners throughout the UK, Europe, America and Asia and our products include: live and on-demand video delivery to multiple devices, instant Live2VOD automation, Digital Rights Management, Players and Player SDK's.

We have grown from 4 to 40 people over the past 6 years and we continue to expand our offices throughout the UK. At VUALTO you can enjoy working with a friendly, inclusive and ambitious team, with the opportunity to develop your career and be instrumental in shaping our company's future.

A work-life balance is so important to us and it's one of the reasons we are choosing to grow our team in the South West. Not only does it offer stunning beaches, countryside and a colourful metropolitan lifestyle, it's also a thriving, and ever growing tech hub. We're really proud of our company culture – it's a place where you can inspire, be inspired and really make a difference.

BENEFITS OF WORKING FOR VUALTO:

- Company pension
- 25 days holiday (plus bank holidays) pro-rata, rising to 30 days after 5 years service pro rata
- Childcare vouchers
- Generous holiday package
- Perkbox membership
- Salary sacrifice bike scheme
- Flexible working hours and break times
- Relaxed dress code

LOCATION:

This role is based in our central Bristol office.



APPLY NOW: *Please send your CV and a covering letter to careers@vualto.com*

VUALTO is committed to equality of opportunity, positions are open to all suitably qualified candidates, regardless of age, disability, gender reassignment, marriage/civil partnership, pregnancy, maternity, race, religion or belief, sex or sexual orientation.

If you have a disability or need any reasonable adjustments during the application and selection stages, please let us know and will respond in a way that best fit your specific needs.