

## JOB DESCRIPTION

|                        |                                                                                                                  |
|------------------------|------------------------------------------------------------------------------------------------------------------|
| <b>Job Title</b>       | Finance Assistant                                                                                                |
| <b>Department</b>      | Finance                                                                                                          |
| <b>Company</b>         | RONIN International, part of the Rippleffect Group                                                               |
| <b>Location</b>        | Porto, Portugal                                                                                                  |
|                        | Hybrid, we encourage our associates to spend three days in the office per week in accordance with business need. |
| <b>Reports to</b>      | Financial Controller                                                                                             |
| <b>Responsible for</b> | None                                                                                                             |

## JOB PURPOSE

This a new role, based in our new Development and Operations hub in Porto, Portugal. It is an essential part of the Finance team, reporting to the Financial Controller and working collaboratively across RONIN's International entities and sister organisations.

Key duties include:

- administer and maintain the integrity of the Sales Ledger and Purchase Ledger within the businesses.
- responsible for looking after both sales invoicing and supplier invoices, as well as processing payments.
- ensure that Debtors/Creditors are monitored, collected and paid in accordance with appropriate timescales and guidelines
- provide any other support to the Financial Controller and finance team, as required.

## ROLE RESPONSIBILITIES

- Producing sales invoices and credit notes in an accurate and timely manner according to company guidelines.
- Collecting customer debts in an efficient timely manner.
- Reconciling client payments.
- Monitoring client credit status.
- Dealing with customer enquires either by phone, post or email.
- Following up disputed invoices to conclusion, liaising with sales staff and clients.
- Monitoring Aged Debtor register on a regular basis liaising with relevant department heads where necessary.
- Recording supplier invoice.
- Scheduling supplier payments
- Dealing with supplier queries and calls
- Assisting intercompany reconciliation
- Managing Fixed Asset register
- Supporting Treasury function

## **BEING PART OF RIPPLEFFECT MEANS**

- Actively participating in learning, development and feedback opportunities and cycles as required by our policies and procedures.
- Acting in accordance with relevant legislative and regulatory requirements as may apply from time to time.
- Promoting Equal Opportunities and avoiding any behaviour that either directly or indirectly discriminates against others on the grounds of any protected characteristic.
- Taking Health and Safety duties seriously to ensure your safety and that of your colleagues and clients.
- Being an active team player and attending team meetings and briefings to which you are invited.
- Being an ambassador of our values in the approach to your role, your colleagues and our clients (Curiosity, Transparency, Collaboration, Inclusivity & Resourcefulness).

## **OTHER DUTIES**

- You are expected to perform various tasks as necessitated by your evolving role within Rippleffect Group and its overall business objectives, as reasonably requested by your designated manager or the CEO.
- You must read and ensure you understand the current versions of our policies and procedures and undertake to act in accordance with them at all times.
- You may be required to work at other locations in accordance with the responsibilities and duties of your role.
- The above is not an exhaustive list of duties and may be subject to change.

## PERSON SPECIFICATION

**Job title** Finance Assistant

**Department** Finance

| QUALIFICATIONS AND TRAINING                                                                                                                                                                                                                           | ESSENTIAL | DESIRABLE |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|-----------|
| <b>Degree:</b> A bachelor's degree in finance, accounting, economics, or a related field or an associate degree, coupled with relevant experience in a financial or accounting role or internship.                                                    | Y         |           |
| <b>Certifications:</b> Certifications, for example Certified Bookkeeper (CB) or Certified Accounting Technician (CAT) or country equivalent.                                                                                                          |           | Y         |
| KNOWLEDGE AND SKILLS                                                                                                                                                                                                                                  |           |           |
| <b>Language skills:</b> You are a fluent English speaker                                                                                                                                                                                              | Y         |           |
| <b>Accounting Principles:</b> Knowledge of the need to utilise accounting principles and techniques to prepare financial statements                                                                                                                   |           |           |
| <b>Numerical Competency:</b> Strong ability to work with numbers and perform quantitative analysis.                                                                                                                                                   | Y         |           |
| <b>Computer Literacy:</b> Proficiency in financial software (e.g., Sage50, QuickBooks, Microsoft Excel) and other office software, enabling you to navigate software easily.                                                                          | Y         |           |
| <b>Attention to Detail:</b> Able to maintain accuracy and attention to detail in financial records and reports                                                                                                                                        | Y         |           |
| <b>Communication and interpersonal Skills:</b> Good written and verbal communication skills to interact effectively and work collaboratively with colleagues and external partners                                                                    | Y         |           |
| <b>Organisational Skills:</b> Strong organisational skills to manage multiple tasks and deadlines efficiently.                                                                                                                                        | Y         |           |
| EXPERIENCE                                                                                                                                                                                                                                            |           |           |
| <b>Experience of clerical and administrative tasks:</b> gained in a financial or accounting role or internship, such as collecting and recording financial data into spreadsheets and accounting software and keeping all the information up-to-date. | Y         |           |
| <b>Basic bookkeeping duties:</b> for example the preparation of receipts and vouchers and recording them into accounting software.                                                                                                                    | Y         |           |
| <b>Monitoring and reviewing:</b> checking for the accuracy of financial records during the reporting stages, identifying discrepancies before generating the financial statements.                                                                    | Y         |           |
| <b>Preparation of reports:</b> supporting a finance team with budget planning and preparation, for example preparing a list of company expenses and revenue sources discussed in meetings and make the necessary estimates.                           |           | Y         |
| PERSONAL ATTRIBUTES                                                                                                                                                                                                                                   |           |           |
| <b>Inquisitive and forward-thinking:</b> always challenging current methods and actively looking at ways to do things more efficiently                                                                                                                | Y         |           |
| <b>Teamwork:</b> Ability to work well within a team, contributing to a collaborative environment.                                                                                                                                                     | Y         |           |
| <b>Self-starter:</b> Self-motivated, able to learn quickly and work in a fast-paced environment                                                                                                                                                       |           | Y         |
| <b>Adaptable:</b> Flexibility to adapt to changing financial regulations and business environments.                                                                                                                                                   |           | Y         |
| <b>Time management:</b> you are able to juggle numerous tasks and dealing with strict deadlines.                                                                                                                                                      | Y         |           |

