

<https://newsteer.co.uk/job/business-support-financial-analyst>

## Business Support / Financial Analyst – Central Support Team

London, part time (15 hours per week)

### Position

A fantastic opportunity to join our team.

You will be part of our Central Support team, playing a key role in managing financial operations and providing crucial support to our business functions.

As well as having strong organisational and communications skills, you'll have experience in credit control and financial analysis, proficiency with financial dashboards and reporting tools.

15 hours per week (Hybrid role with 1 day/session in the office each week)

### Responsibilities

- Credit Control Services: Manage accounts payable and receivable across the business.
- Financial Analysis: Provide financial analysis for various teams as needed.
- Dashboard Maintenance: Maintain and update financial dashboards.
- Budget and Cashflow: Assist in the preparation and ongoing monitoring of budgets and cash flow.
- Invoicing: Handle monthly invoicing for Occupier & Advisory & CAD.
- Month-End Reporting: Assist with preparation of month-end financial reports.
- Client and Supplier Management: Oversee setup and ongoing management.
- Support Functions: Assist the F&O Manager and provide holiday cover for other business support functions as necessary.

### Qualifications

- AAT Level 2 or equivalent, or current experience in Credit Control and financial analysis.
- Proficiency with financial dashboards and reporting tools.
- Strong organisational and communication skills.

### About Newsteer

Newsteer was set up in 2019 with a focus on Colleagues, Clients and Community. We are now a business of over 30 real estate advisers working collaboratively across four experienced and specialist teams. We provide responsive, bespoke, and collaborative Real Estate solutions focused around repurposing, enabling and delivery. As a growing team of like-minded property professionals, we believe that supporting our colleagues is critical to the success of our business. An Equal Opportunity Employer, we are committed to creating an inclusive environment for all colleagues. With a sustainable and progressive business model that encourages organic growth, we offer highly competitive salary and reward packages.

### Contact

### Location

London

### Employment Type

Part-time

### Team

Central Support Team

### Working Hours

15 hours per week

### Date posted

May 22, 2024

[future@newsteer.co.uk](mailto:future@newsteer.co.uk)

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