

JOB ADVERT

Job Title	Finance Assistant
Job Reference	DSM-FI-252608
Responsible to	Finance Manager
Salary	£30,000 - £32,000 pro rata, dependent on experience.
Employment status	Permanent/Part time
Working pattern	Monday to Thursday, 24 hours, times negotiable between core hours 8.00am to 4.30pm
Location	Cromhall, South Gloucestershire, GL12 8AX
Driving license	A full, clean UK driving license and transportation are required due to the office's rural location, which is not easily accessible by public transport.
Residency	UK resident, eligible to work in the UK. Local to Bristol/South Gloucestershire.
Benefits	Four-day work week, 6.6 weeks (including bank holidays) paid annual leave per year, company pension, bonus annual leave for long service, health cash plan, death in service, and annual leave purchase scheme.
Opening Date	01/09/2026
Closing Date	16/09/2026
Starting Date	As soon as possible

Why join de Smit Medical?

de Smit Medical is a trusted supplier of medical technology to the NHS and private healthcare providers across the UK. We are a friendly, collaborative team delivering high-quality equipment, servicing, training and support, while maintaining strong operational and regulatory standards. We reward our team with:

- A true work-life balance: Thanks to our gold standard, 32-hour, **four-day work week**, pro-rata for part-time employees
- **6.6 weeks paid annual leave** (including bank holidays) with an additional bonus week for long service
- Company pension, health cash plan, death in service and annual leave purchase scheme

About the role

As Finance Assistant, you will play a key role in supporting the day-to-day financial operations of de Smit Medical. Working closely with the Finance Manager and Finance Administrator, you will gain exposure to a wide range of finance functions including payroll, VAT, sales and purchase ledger, reporting, and credit control.

About the interview process

We keep things simple and supportive. You will first meet us in a virtual interview so we can learn a little about you and introduce the role. Successful candidates will be invited to our Cromhall office for a friendly face-to-face meeting, a tour, and a short quiz related to the role. It's a great chance to get to know us and ask any questions.

Key Responsibilities

- **VAT Management:** Assist with VAT administration, including preparation of quarterly VAT returns, Postponed VAT (PVA) and C79 liabilities.
- **Salary Administration:** Collate payroll information and liaise with the company's payroll provider
- **Sales Ledger:** To include processing invoices, purchase orders and customer receipts.
- **Purchase Ledger:** Process supplier payments, expense claims and foreign currency transactions.
- **Credit Control:** Support credit control activities and liaise with customers regarding outstanding invoices.
- **Bank reconciliation:** Perform monthly bank reconciliations and resolve any discrepancies.
- **Price List Management:** Update sales prices compared to current market prices.
- **Fleet Management:** Assist with fleet administration including arranging insurance and lease management.
- **Reporting:** Support reporting and analysis activities, preparing management information, financial reports and sustainability data.
- **Expenses:** Administer company expenses systems and maintain accurate financial records.

Essential Skills and Qualifications

- Proven experience in a finance role.
- AAT qualification (Level 2 or 3) or equivalent experience.
- Proficiency in Sage 50 or similar package.
- Experience with Microsoft Office, particularly Microsoft Excel.
- Excellent communication skills, both written and verbal.
- Eligibility to work in the UK.
- Full UK driving licence.

Desirable Skills and Qualifications

- Payroll administration.
- VAT preparation.
- C79 and PVA experience.

Personal Qualities

- Reliability and strong time-management.
- Ability to work independently and as part of a team.
- High level of accuracy and attention to detail, even when working under pressure.
- Excellent customer service, telephone, and written communication skills, with meticulous attention to detail.
- Excellent timekeeping skills with ability to work under broad direction and to manage/prioritise own workload.

Values & Behaviours

de Smit Medical values	Behaviour you can expect
	Behaviour expected of you
Placing people at the heart of all that we do.	Treat all people with respect and kindness with consideration for health and wellbeing. Encourage ideas, value and reward the contribution, when appropriate. Offer all an equal opportunity to develop and grow, enabling and empowering performance. Pro-actively recognise and respond to team members' development needs.
Work in partnership with our customers, suppliers and stakeholders.	Highly responsive to emerging customer needs, analyse data to reveal and anticipate trends. Share relevant information so that the whole business can be responsive to customer needs. Ideas for improvement should be communicated and discussed. Seek to provide creative solutions and exceed expectations.
We adapt and grow.	Recognise opportunities to adapt and grow the business, adopting a proactive approach ensuring change is appropriate and measured. Consider the impact of change on others in the business and involve those impacted in shaping changes. Adopt practices that allow us to build and sustain our business. Ensure the company has the resilience to support our customers through challenging times.
Maintain high standards, operating ethically and professionally.	Challenge any lapses in quality, ethics, and professionalism, promoting high standards. Operate with openness and transparency supporting others in maintaining these standards through working collaboratively across the business.
Accept our responsibility towards the environment and local communities.	Adopt sound business practices and respond to opportunities to make the business increasingly sustainable, environmentally friendly, and inclusive. Seek ways for the company to contribute to the community in which it belongs.