



Finance / Office Assistant

Chiswick Based

Atlantis Healthcare is a recognized global leader in the design, development and delivery of global & in-market patient solutions, empowering individuals to achieve better health outcomes, and driving sustained improvements in patient self-management.

Our belief-driven behaviour change approach – as applied by our health psychology experts and overseen by leading academics in health psychology – results in program designs that inspire improved health.

We are looking for a passionate and driven individual who can work at pace, to support the management team in day to day financial and office administrative needs. You will support our small team focused on designing and delivering support to patients, caregivers and healthcare professionals on behalf of customers in the pharmaceutical and health provider industry.

You will carry out most of the tasks in this role yourself, with guidance and direction from the UK-based senior team as well as the remote working CFO. You will be highly organised, self-motivated and resilient and flourish in a demanding busy office environment.

NOTE: this will be a part-time role to start at 30 hours/week, with potential to extend to full time depending on work volume across the wider UK team. Ideally this will be performed over five days a week.

Key Responsibilities

- Finance Tasks – manage accounts payable & receivable and monthly bank reconciliations in Xero; update cash flow sheet weekly with actuals & forecasts
- Payroll Tasks – liaise with external payroll company to ensure fortnightly payroll is processed correctly
- Client Project Tasks – assist Client Service team with setting up project-related purchase orders & generating invoicing
- HR Portal - Complete tasks within HR Portal as requested by CBUD or Global Head OD / HR related to New Starters and Leavers Process ie. uploading contracts, salary details and pre employment forms, assist line manager with any logistics
- LMS – complete administration tasks associated with our Learning Management System
- Management of Travel & Appointments – coordinate travel planning and flight and hotel bookings as requested, following correct approval process.
- Records Management – ensure archiving records including personnel records are complete and document retention policy is clear & understood by all staff.
- Reception – welcoming visitors, organising couriers & taxis, sorting & distributing incoming mail, manage meeting room bookings & facilities (including catering requirements), general meeting room & office tidy up.
- Office Administration – Order supplies for kitchen & stationery as required. Arrange contractors for any supplemental services required.

Ideal experience and skill set

- Experience in a service-based SME
- Financial administration experience – min of 2 years bookkeeping
- Experience with accounting systems, preferably Xero
- Strong PC-literacy and Microsoft Office skills, especially Excel

- Clear written & spoken English
- An excellent eye for detail and keeping things well organised
- Ability to learn new systems and processes quickly
- A desire to constantly improve things
- Have a problem-solving approach to work

Your values will align to our own

- People first
- Respect everyone
- Be memorable
- Find a better way
- Think big, act small

Please apply today – interest in this role will be high.

Due to the nature of this role, any offer of employment will be conditional upon the employer receiving satisfactory pre-employment credit and DBS checks.

Please refer to our HR Data Privacy Notice which can be viewed on the careers page of our website.

<https://atlantishealthcare.com/en-us/careers-list>