

Financial Administrator

Role	Financial Administrator
Reporting to	Client Manager
Salary	£27,000 to £30,000 Depending on experience and qualification level
Location	Remote – Working from Home (UK)

Job Description

Overview of the Financial Administrator Role

A career in bookkeeping provides a strong foundation in accounting, equipping professionals with essential skills that can lead to career progression in finance. It requires attention to detail, problem-solving abilities, and a commitment to accuracy. These are qualities that make bookkeeping professionals invaluable to the teams and clients at Onside Accounting.

Accurate bookkeeping is at the heart of sound financial management, especially for tech start-ups experiencing rapid growth. At Onside Accounting, our Financial Administrators play a crucial role in delivering expert bookkeeping services, ensuring clients maintain financial clarity, meet compliance requirements, and make informed business decisions.

As a Financial Administrator, you will be responsible for maintaining the integrity of financial records, supporting the production of accurate financial reports, and contributing to the financial stability of our clients. You will also be a key point of contact for your clients, building strong working relationships and providing essential financial support tailored to their needs.

This role offers exceptional exposure to key areas of finance, including payroll, accounting, tax compliance, and company secretarial activities, giving you well-rounded experience that is invaluable for career development. By managing financial records effectively and offering proactive financial guidance, you will play a hands-on role in supporting the day-to-day financial operations of a portfolio of clients, primarily within the tech start-up sector. Your role will be instrumental in helping them navigate financial challenges, optimise their processes, and focus on business growth with confidence.

Reporting to the Client Manager, you will collaborate with Financial Accountants and Senior Financial Administrators to provide a high-quality bookkeeping and accounting service in line with UK accounting practices.

This position offers an excellent opportunity to develop a career in finance while making a meaningful impact on the success of innovative businesses and strengthening long-term client relationships.

Key Responsibilities

The key responsibilities of the Financial Administrator are:

- Performing regular bookkeeping tasks, including maintaining financial records and reconciling bank transactions in Xero.

- Assisting the Management Accountant in collating accounting data for month-end and year-end reporting.
- Preparing and submitting quarterly VAT returns.
- Managing and processing monthly payroll for clients.
- Coordinating and supporting supplier payment runs.
- Providing ongoing financial support and guidance to clients, ensuring efficient record-keeping and compliance with accounting standards.

Personal & Continued Professional Development

You will undertake, achieve and maintain the mandatory level of informal and formal training required to meet the company's expectations in terms of service standards, client service, quality and performance. You will do so in line with the Assistant Accounting qualification - Level 3 (and/or Level 4). This training programme is designed to develop the core knowledge, skills, and behaviours in accounting principles, systems, and tools, building the foundations for a successful career within an Accountancy and Finance function.

For the Assistant Accounting qualification - Level 3 (and/or Level 4) which you will be undertaking, you will complete this through self-study in your own time and not during working hours, however the company will bear the cost of this training and related examinations (first sit only).

Additionally, you will be expected to:

- Participate in training and support delivered by other Onside employees or external service providers;
- Take responsibility for your own professional development, learning and performance and demonstrate skills and activities to others who are undertaking similar work.

In support of your continued personal and professional development, you will:

- Participate in an annual Performance Appraisal to review your performance against agreed targets;
- Take responsibility for maintaining and updating your own personal and/or professional development, learning, performance and skills to support colleagues, clients, raise standards of service, and improve the performance of the wider team;
- In conjunction with your Line Manager, ensure that your performance is discussed and aligned to company's expectations and objectives.

Confidentiality

In the performance of the duties outlined in this job description, you may have access to confidential information relating to client companies, their directors and employees, and their financial position. You may also have access to information relating to the company as a business organisation. All such information from any source is to be regarded and managed as strictly confidential.

You will be expected and required to undertake and complete any other duties as deemed relevant to position and the business needs of the company. This job description will be subject to periodic review and amendment in consultation with the post-holder(s).

Personal Specification

Qualifications

You should, as a minimum, possess strong grades at GCSE in Mathematics and English (at least grades A-B / 7-9).

Skill & Experience

You will have 1+ years of experience working in a UK accounting practice in an administrative role, with a particular focus on bookkeeping and financial record-keeping. You should be experienced in working within a modern, paperless practice and demonstrate a strong understanding of Xero, bookkeeping principles, and payroll processes. A solid grasp of financial controls and processes is essential, along with the ability to document and share these with colleagues to ensure best practices are maintained.

You should have a genuine passion for bookkeeping and a desire to develop a strong career in this field. The role offers fantastic exposure to core financial processes, making it an excellent stepping stone for those keen to specialise in bookkeeping and grow their expertise in financial operations, payroll, and tax compliance.

You will be a well-organised, adaptable individual with strong self-management and time management skills, capable of prioritising and handling multiple client workloads in a remote and flexible working environment.

Additionally, you are expected to have these key skills and attributes:

- **Bookkeeping Focus** – A keen interest in bookkeeping as a career path, with strong attention to detail and accuracy.
- **IT & Software Proficiency** – Confident in using Xero, with strong skills in Excel, Word, and Outlook, and the ability to quickly adapt to new software and processes.
- **Strong Communication & Interpersonal Skills** – Essential for maintaining and developing effective relationships with clients, colleagues, and external organisations. Professional credibility and discretion are crucial in handling sensitive financial information.
- **Time Management & Flexibility** – Ability to work efficiently under pressure, meet deadlines, and manage workloads effectively, particularly while balancing work and study commitments.
- **Interest in Start-Ups & Finance** – A passion for finance, business, and working with innovative start-ups, with an understanding of their unique accounting and bookkeeping needs being desirable.

This role provides an excellent foundation for a career in bookkeeping, offering hands-on experience and professional development opportunities in a dynamic, fast-paced environment.

Residency & Visa Status

You must be resident in and have a legal right to work in the UK.

This is a home-working role with all staff working from home across in the UK.