

Finance Assistant

Belong to something amazing...

We are hiring a **Finance Assistant** to play a central role in our Finance team.

The Role

As Finance Assistant, you'll provide essential support across our finance operations, ensuring accurate processing of transactions, maintaining clear records, and helping the team deliver efficient, compliant processes. Working closely with colleagues across Catalyst, you'll play a key role in keeping our finances running smoothly, enabling us to focus on building and supporting Northern Ireland's innovation community.

Key Information

- Permanent contract
- Competitive salary between £26,000 - £28,000 per annum depending on qualifications/experience
- Based at the Innovation Centre, Queen's Road, Belfast (hybrid working arrangement available)
- Reporting to the Financial Controller
- Closing Monday 1st September at 12noon.

Employee Perks

- Competitive Benefits Package including Private medical insurance for you and your dependents
- Generous pension contribution
- Generous life assurance policy
- Enhanced parental leave packages
- Free open access to company organised events
- Free parking onsite

About Catalyst

Catalyst is an independent, not for profit organisation. We are a science and technology hub with a mission to make it easier for you to innovate, working for the greater good to build a connected innovation community in an entrepreneurial ecosystem throughout Northern Ireland.

The epicentre of Northern Ireland's tech sector, we provide everything that innovators and entrepreneurs need to reach higher and succeed faster – a home, business support, connected networks and much more besides.

We invest, pro bono, all surplus profits from our property portfolio into nurturing a community-led innovation ecosystem that supports over 900 start-ups, entrepreneurs, and innovators so they can grow, scale and flourish.

Diversity and Inclusion at Catalyst

Diversity and inclusion aren't boxes to tick on a CSR list. At Catalyst, together with our values of integrity, be bold and passion they are part of our DNA, lived, breathed, seen, and heard across our community, projects, and co-working spaces.

We not only want to foster and empower a culture of innovation, but also an environment where people can be their true, authentic self and thrive, and we're proud to be recognised by the Diversity Charter for achieving Bronze status, which is the first step as we progress to Gold.

As an equal opportunity employer, we recruit based solely on the individual's ability to perform the role, and that's allowed us to create an inclusive workplace which celebrates the diversity of our teams and community.

Working at Catalyst

Catalyst is Northern Ireland's most exciting employer. With a strong purpose of creating world class innovation communities in Northern Ireland, this is a workplace brimming with ambition to create social, cultural, and economic advantage.

What are we looking for?

You are a detail-oriented and highly organised team player with a strong grasp of financial processes and systems. Confident in using spreadsheets, technology, and clear communication, you are adaptable, eager to learn, and thrive in a collaborative, purpose-driven environment. You share our passion for innovation and are ready to contribute to a community making a meaningful impact across Northern Ireland.

Responsibilities

- Processing and paying supplier invoices
- To raise purchase orders and ensure company procurement rules are adhered to
- To process staff expenses on a weekly basis
- Appropriate electronic filing of all documentation
- Processing of all customer invoicing
- Daily posting of bank receipts
- Reconciliation of all bank accounts

- To respond to queries from customers and suppliers in a timely manner
- To provide general administrative and financial support as required
- To work as a team to improve finance processes and find efficiencies

Essential Criteria

- At least three year's work experience in a similar role.
- Strong numeracy and literacy skills
- Effective IT skills including experience working with Office 365 elements such as MS Word, MS Teams, SharePoint etc.
- Effective MS Excel skills including creating basic formulas.
- Ability to communicate clearly, confidently and in a professional manner.
- Ability to work collaboratively within a team.
- Willingness to adapt and to learn new skills.

Desirable Criteria

- Experience working with Sage 50

Other Requirements

- Proof of right to work in the UK

Criteria may be enhanced to aid shortlisting. Exceptional candidates who do not meet the criteria may be considered for the role provided they have the necessary skills and experience