

CatSci Ltd, based in Cardiff, UK, is a high-end chemistry service provider to the pharmaceutical industry worldwide, specialising in chemical process research and development for drug substances. CatSci Ltd has extensive knowledge and expertise in a wide range of chemistry and aims to be the preferred partner for customers from compound discovery through to the support of manufacturing processes.

As the company project portfolio continues to grow, CatSci now requires an addition to their finance team to support a dynamic workforce in their world-class facility. Recently shortlisted for the Cardiff Business Awards Employer of the Year, CatSci is a great place to work.

Location: Cardiff, UK

Contract: Permanent, 0.6 FTE to full time, flexible working, to start immediately

Compensation: £18k - £25k, including 25 days annual leave (pro rata) and company benefits

Key Responsibilities and Accountabilities

This position will be part of our small finance team and will report directly to a senior member of the team. Tasks may include:

- Data entry for all aspects of the company's books
- Management of receivables and payables including sales invoicing
- Bank statement transaction processing
- Processing of employee credit card and out of pocket expense claims
- Assisting with monthly accounts preparation
- Payroll administration
- Preparation of VAT returns
- Following internal controls, KPIs and processes ensuring best practice
- General administration and ad-hoc reporting

Knowledge and Skills

The ideal candidate will have:

- AAT, ACCA or CIMA qualification or part qualification. Candidates studying or qualified by appropriate experience will be considered
- Experience of a scientific or engineering service industry
- Sage 50 Accounts experience
- Knowledge of UK VAT and payroll
- Experience of working with foreign currency transactions would be advantageous

Abbreviated person specification

- Self-motivated and results-oriented with a clear focus on delivering objectives

- Able to prioritise and work independently
- Able to work with integrity and to maintain high levels of confidentiality
- Willing to learn; keen for challenging new experiences and to grow within the business
- Excellent attention to detail and levels of accuracy
- Thorough and methodical; motivated to see tasks through to their end
- Strong communication skills
- Good interpersonal skills which foster collaborative team-working

To Apply for This Position

Please send a CV to sara.zakaria@catsci.com with a covering letter outlining why you believe you are qualified for this interesting and important role.

Applications will only be considered if received by e-mail. Applicants must be eligible to work in the UK and be fluent in both spoken and written English.