

**Company: IAM Experts Ltd**  
**Location: UK**  
**Role: Finance Assistant**  
**Job Type: Full-time, Permanent, Remote/Hybrid**

## Finance Assistant

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### About IAM Experts:

IAM Experts is a leading consultancy firm that provides professional services in Identity Access Management (IAM) to organisations worldwide. With over 16 years of industry recognition, we are committed to delivering expertise and dedication to every project. Collaborating with established leaders and emerging vendors, we stay ahead through continuous technology watch. Operating across three continents with offices in the UK, France, India, and South Africa, our diverse team is proficient in 5+ languages, supporting clients globally. We take pride in our international reputation and rely on the support of over 360 valued consultants in the IAM space. In our dynamic environment, we promote open communication, respect, trust, and ongoing improvement.

Interested in joining our team of skilled professionals? We are currently seeking a highly skilled **Finance Assistant** to join our Finance team. The ideal candidate will have previous experience working within the Finance function and is familiar with the Xero Accounting software including payroll. You will work collaboratively with clients, consultants and account management teams to support financial efficiency and uphold best practices across all areas of the operation. This role is primarily remote and full-time for a UK-based professional.

### Job Description:

The **Finance Assistant** supports the financial operations of IAM Experts, working closely with and reporting to the Finance Lead. This role plays a key part in ensuring the accuracy and integrity of financial data across the UK, France, and South Africa operations.

Using Xero accounting software, the Finance Assistant is responsible for core bookkeeping tasks, maintaining accurate financial records, processing client invoices, registering consultants' bills, managing credit control, reconciling transactions, and supporting the tracking of project profitability, budgets, and inventory. The role also involves assisting with internal payroll processing, ensuring payments are timely, accurate, and compliant with relevant regulations.

This position requires regular collaboration with clients, consultants and account management teams to support financial efficiency and uphold best practices across all areas of the operation

### Your Knowledge & Experience:

- Proven experience in bookkeeping, credit control, and payroll.

- Strong working knowledge of **Xero accounting** software.
- Proficient in **Microsoft Excel**, including pivot tables, formulas, and reporting tools.
- Experienced in working with Microsoft Workspace – Outlook, Drive, Docs, Teams and Calendar used for day-to-day communication, file sharing, and collaboration.
- Desirable: Experience with **Xero Payroll** and **Xero Projects** modules.
- Desirable: Experience using **Clockify** – Time tracking tool used by internal staff and consultants to log billable and project-related hours.
- Desirable: **MEG** (France) – Financial and administrative platform used for managing obligations specific to French operations, including tax and compliance filings.
- Online Invoice Portals – Various client-facing portals used to submit invoices and track payment status (e.g. **Ariba**).
- Bachelor's degree in Finance, Accounting, or related field, or an AAT qualification.
- Sound understanding of financial processes, controls, and regulations.

### Key Competencies

- Interpersonal Skills: Strong ability to build and maintain relationships with stakeholders at all levels, including consultants, employees, and external partners.
- Attention to detail: Ensuring accuracy in data, documentation, and compliance.
- Decision-making: Confidence in making data-driven and informed decisions, balancing business objectives with managing deadlines.
- Adaptability: Ability to navigate and respond to changes in processes.
- Problem-solving: Proactively identifying challenges, analysing root causes, and developing practical solutions to improve processes.
- Time management: Strong ability to manage multiple tasks simultaneously, ensuring timely execution, efficiency, and measurable outcomes.
- Innovation & Continuous Improvement: Driving enhancements in Finance processes, leveraging technology, and identifying new ways to improve efficiency and effectiveness.

### Compensation:

- Holiday: 28 days plus UK bank holidays.
- Private Insurance: Medical Healthcare upon probation pass.
- Company pension scheme.
- Work Style: Remote/Hybrid.

This is a full-time position, Monday to Friday, working remotely, with team meetings once per month in our London office in Paddington.

***Please note, you must be authorised to work in the United Kingdom. We do not currently offer visa sponsorship.***

### Why Join Us:

At IAM Experts, you'll have the opportunity to work with cutting-edge technologies and collaborate with a talented team of professionals. We offer competitive compensation,



comprehensive benefits, and opportunities for career growth and advancement. If you are passionate about finance in the IT Consulting space and thrive in a vibrant environment, we'd love to hear from you!

IAM Experts is an equal opportunity employer and values respect, diversity, inclusivity, and fairness in the workplace.

**Contact:**

If you want to be part of our dynamic and talented team, please submit your CV and cover letter outlining your experience to [careers@iamexperts.org](mailto:careers@iamexperts.org).

Applications will be reviewed on a rolling basis until the position is filled.