

# Finance Administrator Job Specification

Cognition Energy is looking for a part time Finance Administrator. This role is reporting to the Operations Director. This is an interesting and varied role which would see your involvement in the day to day running of the company finances. This is an important role and comes with development opportunities as the company grows.

Cognition Energy provides a testing service to characterise battery cells for external clients such as automotives, gigafactories and pack developers. We also develop CellPods, which are unique temperature control cell test chambers. Cognition's long term goal is to help the world switch to a 100% renewable future!

We are looking for a focused Administrator to join the team and become a part of our growing company and take our innovation to the next level. We are supportive of flexible working and creating a trusting work environment.

## What you'll do:

- Arranging payments to suppliers and putting purchasing invoices on Xero
- Keeping the purchasing budgets up to date
- Running the monthly payroll and pensions, and sending out payslips and P60s
- Completing and checking the monthly VAT returns including any proposed VAT changes
- Completing the month end reporting via Xero
- Keeping the company daily cash flow up to date, including updating this with any accounts payable changes
- Doing any year of year preparations liaising with our accountant
- Managing the company purchasing accounts
- Creating and sending out customer invoices and statements
- Keeping the cost centres, nominal codes and project codes up to date in Xero
- Completing the Credit Control report and chasing customers
- End of month financial reports for the monthly board meetings
- Running the monthly P&L, Balance sheets and management reports
- Any other Ad Hoc financial admin tasks

## What you'll have:

- At least 2 years Finance Administration or bookkeeping experience
- AAT Level 3 (Not essential) or equivalent knowledge
- Previous experience working in a small business
- Knowledge of Xero Accounting (preferred)
- Advanced in Microsoft office functions/google workspace
- Excellent written communication skills
- Excellent communication skills, and ability to work collaboratively and independently within a cross-functional team environment.
- Excellent attention to detail

## What you'll get:

- Annual salary of £29,250 FTE (£17,550)
- 22.5 hours a week (Flexible - to be discussed at interview)
- The opportunity to join the company share option scheme and benefit from the spoils as the company grows
- 25 days annual leave plus bank holidays
- Up to 6% contribution to pension scheme
- BBQ's in the summer months & team socials
- The opportunity to join our Electric car scheme through salary sacrifice
- Private Medical Insurance
- Flexible Monday to Friday working hours
- Continuous training and professional development opportunities

## Additional Information

- To apply please email your CV & Cover Letter to Laura, HR Manager [jobs@cognitionenergy.uk](mailto:jobs@cognitionenergy.uk)
- Company Website: <https://cognition.energy/>

## Location:

Cognition's office and labs are based in a beautiful countryside setting, with free parking, just outside Didcot, Oxfordshire. Local amenities include local shops, a pub and easy access to the A34.