

Job specification – Finance Assistant

Location: Isle of Man
Reports to: Head of Finance
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About the role

Due to our rapid and accelerating growth, plan.com is looking to recruit a Finance Assistant to join our experienced finance team.

Working within our busy and exciting team you will be responsible for maintaining the accounting records for the plan.com group of companies. This will include making payments, purchase ledger, bookkeeping, preparation of management accounts and various other finance related duties.

If you are confident, hardworking and not afraid of a challenge this could be the role for you!

Key Attributes

- Preferably two years' experience in a finance or bookkeeping environment
- A bookkeeping qualification would be helpful, although "qualified by experience" candidates will be considered
- Hard working and punctual
- Strong problem solving and reconciliation skills would be advantageous
- Excellent organisational skills and ability to multitask and work to deadlines



About plan.com

plan.com is the UK's fastest growing business communications provider.

We're technology-led and invest heavily in our award-winning online portal, which our partners use to generate quotes, close deals and manage customers.

Thanks to our portal, we've torn up the rulebook and changed the industry. It gives our partners unprecedented levels of flexibility and control, helping them to open and close deals, as well as deliver exceptional service even when they're away from their desks.

Along with our outstanding customer service and impressive commercials, it's the reason we're number one.

Got what it takes?

Drop us an email using the address below. You can use this address to apply for the position or to ask any questions you may have.

When applying for the role, we'd appreciate a cover letter (please keep it under a printed page), an up-to-date CV, and links to any additional, relevant materials such as a portfolio for creative work.

What's in it for you?

- Competitive package, bonus scheme and recognition awards
- Company-wide pension scheme and private health insurance
- Flexible personal interest allowance, development and training
- Extra half day holiday on your birthday every year
- Family friendly with maternity/paternity allowance
- Wide range of social events including legendary Christmas and summer parties
- Excellent exposure in a fast-paced environment whilst being challenged and rewarded

Why work on the Isle of Man?

The Isle of Man is safe, social, attractive and offers low tax rates.

Rugged coastlines and rural landscapes make the Isle of Man a stunning place to work.

Whether you grew up here or you're new to the island, a career at plan.com not only provides a fantastic working environment surrounded by amazing people and exciting work, but being based on a stunning island ensures that you will find the right balance between work, relaxation and adventure.

What to expect from a career at plan.com

plan.com launched in October 2013. We're young, energetic and growing fast, which means we're always on the look-out for people who share our passions, dedication and will grow with us.

We promise that when you start your career with us, you'll never stop learning and you'll never stop being challenged.


If you fit the bill, get in contact. We'd love to hear from you.


We're not your average company

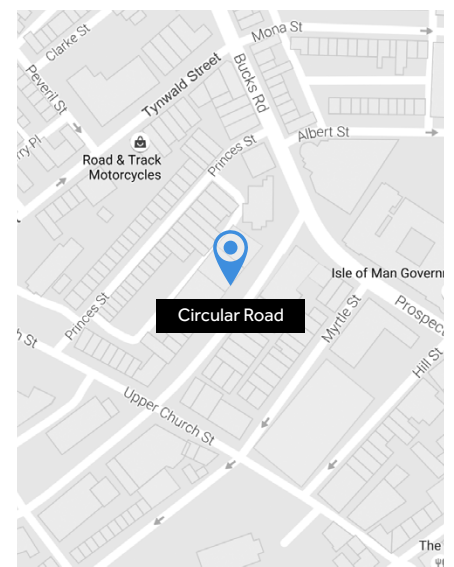
We work hard but we play harder. Everyone's input counts.

Whether you're an assistant or a director, you know that your role is going to make a difference to the success of the company.

 jobs@plan.com

 +44 (0)3300 88 89 90

 **plan.com**
2nd Floor, Capital House
Circular Road,
Douglas,
Isle of Man
IM1 1AG



plan.com