



Finance Administrator (Part-Time)

Location: Fulham / Parsons Green, London

Salary: £28,000–£30,000 per annum (pro rata)

Public Eye Communications Ltd are a London-based Personal Publicity company representing actors across the UK and internationally. As our business continues to grow, we are seeking a highly organised and proactive **Finance Administrator** to support our internal operations and work closely with our external accountants.

This is a part-time, office-based role offering flexibility: **one full day per week**, with one extra day within the first week of each month (the days in office to be agreed at interview, but not Mondays).

Key Responsibilities

- Maintain and update company forecasting and cash flow information
- Prepare and issue monthly client invoices
- Process monthly payroll information for external accountants
- Maintain and update company forecasting and cashflow information
- Manage employee and company expenses
- Complete monthly bank reconciliations on Xero
- Monitor aged receivables and chase outstanding fees
- Arrange supplier payments and maintain accurate financial records
- Provide light-touch cashflow review and report key updates to Directors
- Support general finance administration as required

What We Offer

- Salary of £28,000–£30,000 per annum (pro rata)
- 24 days annual leave (pro rata)
- Bank holidays plus your birthday off
- A friendly, collaborative environment within a small but growing team

About You

We're looking for someone who brings both technical competence and a confident, communicative approach

Essential Skills & Experience

- Strong working knowledge of bookkeeping principles
- Experience with Xero and Office365
- Confident handling bank reconciliations, aged receivables and payables
- Comfortable working on a PC
- Excellent communication skills, both written and verbal
- Highly organised with strong attention to detail
- Strong problem-solving and query-resolution skills
- A team player with a positive work ethic

Desirable

- AAT Level 2/3 (or equivalent) bookkeeping qualification

To apply, email Pandora@publiceye.co.uk