

## **Operational Finance Assistant**

**Pudsey (Stanningley – behind ASDA & M & S, 4 min walk from New Pudsey Train Station)**

**£21,000 + 10% bonus, 23 days holidays (rising to 25) plus bank hols, long service incentive scheme(s) and other great benefits**

**37.5 per week (Mon to Fri)**

### **Ask yourself:**

- Do I want to work in a friendly and ethical company?
- Is developing my career and being rewarded for my efforts important to me?
- Would I like to be recognised for my hard work and contributions?
- Do I want to support vulnerable customers to find financial freedom?
- Would I like to work for a small company with a Big Heart, with strong values?

**If your answer to the above is Yes, then come and join Lantern!**

## **WHO ARE WE**

Lantern specialise in purchasing and recovering debt in a fair and compliant way. Our customers trust us, and they frequently tell us so. We have grown substantially in recent years, winning many awards and more recently being awarded Investor in Customers **Gold** Accreditation. With significant investment we're growing and creating new opportunities for talented people to join us. If you'd like to know more about us visit our website - [lanternuk.com/corporate](http://lanternuk.com/corporate)

## **WHAT WE CAN OFFER YOU**

You'll be rewarded with a competitive salary, plus an excellent benefits package, which includes:

- An annual performance related bonus and salary review
- 23 days holiday (Rising to 25 days with length of service) + Bank holidays
- Up to 5% employer contribution to your pension plan
- Company-funded Income Protection and Life Assurance Cover
- Enhanced Maternity and Paternity policies
- Access to our free Employee Assistance Provider (EAP)
- Highly generous Health and Wellbeing Cash Plans which offer discounts on physiotherapy, counselling, holistic treatments, dietary and exercise plans, gym discounts
- Fee-Free Financial Advice, including pensions, insurances, savings and financial planning
- Long Service Incentive scheme
- Free Parking
- A newly refurbished office environment with modern facilities because where you work is just as important as what you do

Operational Finance Assistant

JMW

### **And if that wasn't enough! We also have:**

- Free fruit deliveries
- Dress down ALL WEEK
- Free "tea and coffee" in a welcoming, fun and friendly canteen with board games, TV and table tennis
- Regular fundraising events with prizes and incentives all for charity – we put those who need help at the heart of everything we do
- Social events including lunch and learns, Wednesday Walking Group, Invitations to our Summer and Christmas Parties
- Gifts from the CEO including Easter Eggs and Advent Calendars

### **ABOUT THE ROLE**

Ensuring key functions assigned to the operational finance department are accurately executed in a timely fashion. Processing and completing other administrative duties as assigned by line manager or other senior members.

### **WHAT YOU'LL BE DOING**

- Processing all payments from customers onto CRM systems, including external outsource payments
- Accurately processing and invoicing and overdue invoice chasing for reclaims and recalled accounts
- Processing and reconciling all payments received via the original seller post sale
- Reconciling all payments processed and daily cash book balancing
- Managing & administering all internal requests
- Administering customer refunds including, completion of daily log in line with company procedure
- Downloading daily bank statements
- Reconciling all card payments daily
- Preparing cheques and cash for banking
- Administering company write off procedure, including balance adjustments and reconciliation in a timely manner
- Liaising with Finance and other departments for any anomalies
- Chasing outsource and clients for outstanding files and payments
- Checking and reconciling all outsource invoices, payment files and reporting of direct payments to outsource
- Completing all adjustments types on customer accounts through the CRM system
- Setting of regular payment internal plans and Outsource payment plans
- Logging and reconciling all return customer payments
- Completing all tasks associated with the company policy and procedure in relation to credit balances
- Locating any missing internal payments and investigating all unallocated payments
- Taking responsibility for risk and compliance within the remit of your role

## **ABOUT YOU**

- You will ideally have experience in a similar role and ideally, you'll have experience within a regulated environment and ideally although not necessarily, will have exposure to debt collection industry
- You will have an understanding of the consumer credit sector and working within the regulatory framework of the FCA as well as knowledge of financial structures of an organisation
- You will have clear and effective communication skills (written and verbal)
- You will be able to demonstrate intermediate / advanced user of Microsoft Office Packages in particular Word, Excel and Outlook
- You will have the ability to prioritise workloads and solve different conflicting demands
- You will have the ability to work to tight deadlines to ensure the effective delivery of service
- You will have strong mathematic and analytical skills
- You will be flexible, share knowledge and ideas and positively contribute towards working within a team
- You will be respectful of working with confidential information
- You will be willing to develop yourself and take on additional responsibilities within the team

## **THE LANTERN PROMISE**

**We'll treat you as an individual** - With the respect you deserve, like we ourselves would want to be treated

**We'll keep listening & talking** - Taking the time to hear your views and keeping you in the loop with ours

**We'll help you grow** - Giving you chances to step up in your role and move up in the organisation

**We know that it's important to make room for fun** - Because while work can be many things, it should also be enjoyable

## **NEXT STEPS**

- Please apply for the role by sending your CV and covering letter telling us why you would be great for this exciting opportunity to [careers@lanternuk.com](mailto:careers@lanternuk.com)
- We'll look forward to you joining our team

**Due to the nature of our business, any offer of employment will be subject to satisfactory background checks (DBS Basic and Employment Credit file check)**