

We are seeking a proactive Finance Assistant to join our small and well-established finance team within McInroy & Wood Limited on a full-time basis. McInroy & Wood manages £2 billion worth of clients' investments, which are invested directly around the world. We are proud of our collegiate approach and strive to build a diverse team, recognising the many benefits that this brings to our clients and colleagues.

This is an ideal role for a Mathematics/Finance graduate or someone in the early stages of their Finance career looking to develop with the support of experienced colleagues.

Based in Haddington, the successful candidate will play a hands-on role in the preparation of financial reports and fee calculations, they will also have a continuous improvement mindset and be able to collaborate with colleagues to identify and implement process improvements.

Key Attributes

Day-to-day the role holder is expected to demonstrate:

- Advanced numerical and analytical skills.
- Strong attention to detail.
- Initiative and problem solving.
- Proficiency in (or comfortable developing) proficiency in financial software.
- Advanced Excel, Power BI and Word.
- Excellent interpersonal skills.
- Organisational skills with the ability to meet deadlines.
- Discretion and integrity.
- Basic knowledge of finance and accounting principles.

Key Responsibilities

- Preparation of Funds Under Management monthly report.
- Preparation of monthly private client discretionary management fees.
- Preparation and submission of quarterly CT61 return.
- Preparation of annual tax vouchers.
- Assist other departments with regular and ad hoc fee based requests.
- Calculation of all other fees (including OEIC).
- Preparation of data to be included in monthly accounts.
- Assist Finance department when required.
- Prepare internal management information and reporting.
- Contribute to effective weekly departmental meetings.

Required Competencies & Skills

- Comfortable working within a small finance department.
- Conscientious and orderly approach with excellent attention to detail.
- Comfortable working to a structured timetable.
- Comfortable with all forms of reconciliation.
- Advanced MS Office Excel, Power BI and Word.

What we offer

Salary:	Competitive.
Holidays:	25 days per year, increases to 30 days depending upon time spent with company.
Pension:	Group personal pension scheme, defined contribution. Company contributes 7% of salary p.a. We offer a pension salary exchange arrangement to all active scheme members.
Healthcare:	Private healthcare insurance.
Life Assurance:	4x Death in service.
Study Package:	Support available with professional qualifications.
Social Commitment:	Opportunity of paid leave for volunteering and charity work.
Workplace:	A friendly, supportive environment in bright and modern office premises. Free on-site car parking with access to an EV charger.
Hybrid Working:	Once training is complete and the ability to work independently is demonstrated, there is the opportunity to transition to our hybrid working model, requiring 3 days per week in the office.

Closing Date 28 July 2025