



Finance and Investment Assistant

Salary range: £23,809 p.a (full time)

Working hours up to full-time - 35 hours per week

Based in Liverpool City Region (flexible working available on request)

About this Role

As a Finance and Investment Assistant, you'll play a key role in keeping our financial and investment processes running smoothly. You'll support both the Finance Lead and Investment Lead with day-to-day tasks. This role sits at the heart of our work, ensuring our teams and investees have the information, systems, and support they need to thrive.

What you'll do

Finance Support

- Assist the Finance Lead with all day-to-day tasks
- Support and maintain financial processes, including invoicing, expense claims, and budget monitoring
- Raise purchase orders and issue invoices
- Complete banking transaction reports
- Manage and process expense claims
- Ensure payroll and related reconciliations are met within required deadline
- Set up and complete monthly pay run process, seeking approvals and authorisations when necessary

Investment Support

- Assist the Investment Lead with all day-to-day tasks
- Support finance and investment functions across the wider team
- Provide support to investees and Social Trading Organisations (STOs) with financial queries
- To manage the financial data within the Investment book, ensuring data is accurate

Who you are

Detail-Focused & Reliable: You spot the small things that matter; your work, schedules, and checklists are organised.

Thoughtful & Transparent: You communicate openly, sharing progress, challenges, and next steps with clarity.

Strong Relationship-BUILDER: You connect easily, earn trust quickly, and bring people together around common goals.

Proactive Leader: You step up to lead tasks or events when needed, and don't wait to be asked.

Organised Multitasker: Juggling calendars, deadlines, and priorities is second nature to you.

Tech-Savvy: Comfortable with technology, online databases, and basic data-analysis tools.

Creative Problem Solver: Able to think differently and find solutions that put social impact first

Team player: You support team members to work to their strengths, people focused and take accountability

Essential Skills & Experience

- Organisational information and financial data management.
- Strong data handling and presentation skills, including the ability to apply Excel and database knowledge.
- Insight, analysis, and report writing skills.
- Strong interpersonal skills
- An understanding of financial systems and processes.

Desirable Skills & Experience

- Reporting to and liaison with external partners such as investors, stakeholders, or funders.
- Experience of working within a politically aware environment, managing conflicts of interest.
- Experience of supporting the delivery of social and/or economic impact.
- Keen interest or passion for financial inclusion