



## JOB ADVERT

### Finance Assistant (part-time)

Job Ref: FA2601

Contract type: Part time: 20-25 hours per week

Reports To: Financial Controller

Working days: To be confirmed

### THE ROLE

For more than twenty years, Isogenica has built deep expertise and knowledge about how to find VHH antibodies and develop them into drugs in partnership with some of the world's most innovative biopharma companies. .

Isogenica is recruiting a part-time Finance Assistant reporting to the Financial Controller (FC). The role is currently undertaken by an external accountancy firm but the company would like to bring this role inhouse as the business grows to ensure the person is fully integrated with team and the needs of the business.

The successful candidate will co-ordinate day-to-day aspects of the purchase & sales ledger function and assist with a number of process improvement projects to increase the efficiency and smooth running of the business to all stakeholders. The role will involve significant internal liaison with colleagues and working closely with the FC who works remotely, we are looking for an excellent communicator who will actively engage with their colleagues at all levels of the company.

The successful candidate will join the Isogenica team, based at Chesterford Research Park, near Cambridge, UK, and will receive a competitive company benefits package.

This role is office based with flexibility on working days and hours.



## WHO WE'RE LOOKING FOR

### You will have:

#### Essential Financial Skills and Experience

- Previous purchase ledger/invoice processing role
- Experience of managing payment runs
- Experience of managing the aged creditors/ debtors report and clearing queries
- Moderate user of Excel and accounting software

#### Desirable Financial Skills and Experience

- Experience of using Sage
- Implementation of new processes and change management

#### Essential Personal Skills and Experience

- Hands on approach
- Good team player
- Excellent ability to communicate with colleagues at all levels, both in writing and orally
- Desire to understand and improve processes
- Well organised and adherence to deadlines
- Eye for detail

### Responsibilities:

The initial focus will be on ensuring a smooth transition with the existing accountants of the day-to-day responsibilities, before operating independently. The role will seek to progress activities which support the provision of better financial information and more robust control procedures across the finance function.

### Day-to-day tasks:

- Manage the accounts inbox and distribute invoices for signing in a timely manner
- Chase invoice approval, ensuring all approvals are obtained in line with agreed authorities
- Validate purchase invoices to match PO, querying any discrepancies with relevant staff and code to correct GL code for FC approval
- Raise sales invoices to customers in a timely and accurate manner ensuring adherence to the contract summary from sales
- Produce payments run on bi-monthly basis for approval
- Set up payments in bank for approval by FC
- Update weekly bank balances and assist FC with information for cash forecasts
- Perform Bank reconciliations



### Process improvement tasks:

- Produce electronic bank files to upload directly from Sage to the bank to mitigate any errors in processing
- Improve payment run process to produce remittances from Sage to send directly to suppliers
- Data cleanse and validation of all supplier details in Sage system

### WHAT IT'S LIKE WORKING WITH US

Our Values best describe what it's like to work here. We're **passionate** about using our skills, expertise and knowledge to improve the lives of patients. We love to **learn** and believe that individual growth and Isogenica's success goes hand in hand. We challenge and support each other to master new skills, acquire new knowledge and deliver breakthrough technologies that benefit our company, our partners and ultimately patients. Our passion, enjoyment and motivation for our work make Isogenica an inspiring place to work.

As a small team, we **work together** by trusting, respecting and supporting each other. While we each have **ownership** over our work, we draw on the skills and expertise of colleagues to ensure the best outcomes. Delivering valuable, world-changing science takes time so, many of our projects and partnerships are long term but we feel a strong sense of urgency to improve lives by **innovating** and **adapting** to change quickly as our projects turn corners or new technologies become available.

### WHAT WE OFFER

As well as being part of our skilled and enthusiastic team, you will also benefit from:

- 25 days annual leave, plus bank holidays (pro-rated for part-time)
- A work-place pension with an 8% employer contribution,
- Access to Income Protection and Life Insurance benefits
- Access to Private Medical Insurance (eligible on completion of probation)
- Unlimited access to health and wellbeing resources through our Employee Assistance Programs including counselling and telephone GP service
- Continuing personal development tailored to you including both in-house training and external courses and events





Isogenica is located in [Chesterford Research Park](#) offering a beautiful landscape in which to work with plenty of green, open and parkland grounds to explore. Alongside the benefits above, you'll have access to an on-site restaurant, golf course and 50% membership discount for the on-site gym which includes exercise classes and an outdoor bootcamp.

**Salary:** £25,000 - £27,000 full time dependent on experience + generous benefits package (salary to be pro-rated for part-time hours per week)

**Contract type:** Permanent – Part-Time

**How to apply:** Please send your CV and a brief covering letter explaining why you are interested in the role to: [jobs@isogenica.com](mailto:jobs@isogenica.com)

**Closing date:** **Friday 10<sup>th</sup> April 2026**

No recruitment agencies, please.

In order to comply with UK employment legislation, the successful candidate must have the right to work in the UK. Evidence of right to work will be required during the interview phase. Please note we will not be able to offer VISA sponsorship for this role.

