

# WE ARE HIRING!

## Finance Assistant



SLIBTEC is a high-tech ecosystem fostering innovation through cutting-edge technologies, dedicated facilities, and a vibrant research culture. It provides a linear research and development manufacturing platform for the biotechnology business.



### Qualifications Required:

- Part Qualification in a Finance, Accounting related degree or a related diploma
- AAT part qualification or related financial course certifications would be an added advantage

### Experience:

- 1 year working Experience in a Finance team
- Experience in managing shared mailboxes and responding to queries
- Hands-on experience with processing financial transactions

### Your role:

- Process invoices, verify financial data, and ensure accurate and timely payment
- Process transfers as directed, and handle customer inquiries as advised
- Handle office cheque requests, check ledgers and paperwork, and issue cheques
- Cheque banking and Advance Handling
- Maintain accurate financial records and ledgers
- Assist in the preparation of monthly, quarterly, and annual financial reports
- Assist with internal and external audits by providing necessary documentation and information
- Ensure compliance with financial regulations and standards
- Provide administrative support to the finance department as needed
- Handle correspondence and filing
- Perform any other tasks required to assist the finance team

### Competencies and Skills

- Ability to use Microsoft Office Package
- To be able to maintain accuracy and attention to detail whilst dealing with high volumes
- A positive attitude and strong work ethic that is keen to learn and explore new ideas
- Well organized with the ability to prioritize
- Ability to communicate effectively
- Ability to work with the online banking systems and account system

Please email your CV including two non-related referees, mentioning the position in the subject line, before  
26<sup>th</sup> February 2026.

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