



Rutherford Cross



Dufrain

THE DATA COMPANY

POSITION PROFILE

Assistant Financial
Accountant



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Dufrain Consulting is a pure-play data consultancy, founded in 2010. It specialises in helping businesses unlock the true value of their data by providing market-leading data solutions and services across Data Strategy & Architecture, Data Management, Data Engineering, Migration & Cloud Adoption, Business Intelligence (BI) and Data Analytics. Services provided include developing strategies for AI readiness, improving data literacy and culture, enhancing real-time reporting, and managing data from mergers and acquisitions.

The business prides itself on its creative and innovative approach, focusing on delivering exceptional outcomes for clients by leveraging data to drive growth and efficiency.

Dufrain Consulting's mission is to inspire, shape and deliver the data capabilities of tomorrow.

Values

Dufrain's values lie at the heart of the business. The business is committed to enabling Dufrainians to expand their knowledge and skills and providing the resources they need to reach their full potential, which means clients can reach theirs. Dufrain's people bring a suite of personal and professional expertise that embodies who they are as a business, which in turn benefits their clients.



Be ourselves

We respect and value differences and appreciate the variety of strengths and experiences people bring to Dufrain.



Thrive in work

We work together to make sure everyone loves the work they do.



Pioneers at heart

We welcome new thinking, and we create new paths to the future.



Succeed together

When we bring our varied expertise together and share the same values, we create better work.



Do the right thing

We know data can be used for many things, and we want it to be a force for the good.

We are data pioneers, relentlessly pursuing advantage for our clients.
We are Dufrain.



Job Title: Assistant Financial Accountant

Reports to: Financial Controller

Location: Edinburgh City Centre

Position Overview

As an Assistant Financial Accountant, you will play a crucial role in the financial department and will be responsible for assisting in various financial and accounting activities, with a primary emphasis on payroll processing, payables management, and sales forecasting related tasks.

Day to Day Responsibilities Include:

Payroll Processing:

- Calculating and processing payroll, including regular salaries, overtime, bonuses, and deductions
- Keeping track of employee benefits, such as health insurance and retirement contributions
- Generating payroll reports and statements as required

Data Entry and Accuracy:

- Reviewing and verifying the accuracy of payroll data to prevent errors
- Addressing and resolving any discrepancies or issues in a timely manner
- Recording financial transactions in accounting software accurately and promptly
- Verifying and ensuring the completeness and accuracy of financial documents and supporting records
- Maintaining organised and up-to-date financial records and ledgers

Inspiring, shaping and delivering
the data capabilities of tomorrow
Welcome to Dufrair



General Accounting Support:

- Assisting in general accounting tasks, such as accounts payable and accounts receivable
- Participating in month-end and year-end closing processes
- Assisting in the preparation of financial statements and reports
- Supporting the Financial Controller in budgeting and forecasting activities
- Performing reconciliations and ensuring the accuracy of financial data

Reconciliation:

- Reconciling bank statements, accounts payable, and accounts receivable
- Identifying and resolving discrepancies and errors in financial records
- Ensuring that all financial transactions are properly documented and reconciled

Budgeting and Forecasting:

- Collaborating with the finance team to help create and manage budgets
- Participating in financial forecasting and variance analysis
- Monitoring actual performance against budget and providing insights

Person Specification

Key Candidate Requirements:

- A 2:1 degree or above in Accounting, Finance, or a related field is preferred
- Part-qualified ACCA or similar qualification
- Excellent attention to detail and data accuracy
- Proficiency in Microsoft Excel
- Excellent communication and interpersonal skills
- Ability to work independently and as part of a team
- High level of drive with the ability to work to tight deadlines

Our mission
To inspire, shape and deliver the
data capabilities of tomorrow



Salary:	Competitive in line with experience
Holiday Entitlement:	25 days annual leave (plus bank and public holidays)
Additional Benefits:	Hybrid working, study support, birthday off, life insurance, private medical health insurance, health and wellbeing group, perk box

For more information on remuneration, please contact Nadia Stahl at Rutherford Cross.



Nadia Stahl, CFO Services

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The Recruitment Process

- Initial interviews are with our retained advisors at Rutherford Cross
- Second stage interviews will involve meeting with the Financial Controller and HR team
- Final stage interviews will involve meeting the CFO
- Applications should be sent to Nadia Stahl at nadiastahl@rutherfordcross.com
- All third-party applications, enquiries and direct approaches to Dufrain will be referred to Rutherford Cross