

Position: Senior Finance Assistant (part-time)

Location: Remote/Edinburgh/hybrid

Job Type: 2-3 days per week (flexible hours)

Salary: £25k–£35k per annum, based on experience

Cumulus Oncology (CO) is focused on the creation of a portfolio of oncology companies, striving to address areas of high unmet medical need and building value for our investors. Our mission is to identify exciting opportunities/novel assets at various stages of development, that can be accelerated towards the clinic. The company has an exceptional team, with a wealth of expertise in the Oncology sector. Two spin-out companies have already been established and with ambitious plans to create more.

This new role is due to company expansion, and the successful candidate will work closely with the CFO and Group Finance Director to cover the full range of finance activities for CO and its subsidiaries. The company works under a virtual model, with Edinburgh as company HQ and a second base in the Manchester area. To help us continue our important mission, we are looking for an individual who is motivated to work for a company with a strong sense of purpose and who can work flexibly and autonomously whilst remaining a central point of contact for our diversely located team. The person therefore needs to be both comfortable working from home and open to occasional travel in the UK for in-person meetings.

Responsibilities

- Purchase and sales ledgers
- Nominal ledger
- Monthly reconciliations
- Monthly reporting
- VAT returns
- Intercompany transactions

Requirements

Essential

- 3yrs+ experience working in a varied accounts/bookkeeping role
- Excellent written and verbal communication skills
- Excellent IT skills including accounting packages and Microsoft Office
- Excellent interpersonal and organisational skills and a strong attention to detail.
- Flexibility, adaptability and skilled at multitasking
- Ability to work autonomously

Desirable

- Experience in Xero accounts
- Experience of remote or hybrid working

If you are interested, we would love to hear from you.

Please register your interest by email to sdoak@cumulusoncology.com supplying a copy of your CV and cover letter.



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