



BabelQuest

Finance Assistant

Key details

- **Location: Abingdon, Oxford, or UK (remote/hybrid)**
- **Part-Time 25–30 hours p/w**
- **Salary: c. £28,000 FTE**

You'll join our Finance team and learn the ropes of how money moves through a busy agency. You'll help raise invoices, chase payments, process supplier bills and keep our financial records ticking along accurately. You'll be part of the engine that keeps BabelQuest running.

You'll work closely with our Company Accountant, get involved in wider office life, and grow as a finance professional from day one.

This job's for you if you:

Like the satisfaction of getting the numbers right. You're organised, careful with detail, and enjoy keeping things tidy and on track. You're curious about how a business works behind the scenes - invoices, payments, suppliers, customers - and how it all connects.

You're proactive. Friendly. Reliable. You ask good questions and you're not afraid to follow up when something doesn't add up. You want to build a career in finance - maybe through AAT - and you're looking for somewhere that'll teach you properly. You're interested in finance, business, and the chance to learn in a real working environment alongside experienced people.

You'll be responsible for supporting both the sales ledger and the purchase ledger.

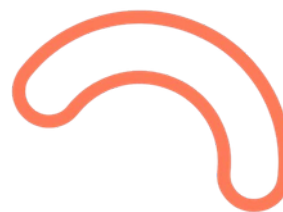
So, you'll:

- help raise customer invoices and keep sales ledger records up to date
- support credit control – chase overdue payments and keep track of who owes what
- process supplier invoices, match them to purchase orders, and prep payment runs
- help with ledger reconciliations and month-end finance processes
- learn finance systems like Xero, HubSpot, Excel and Google Sheets along the way
- pitch in with wider office admin and onboarding for new starters.

On any given day, you might:

- raise a batch of customer invoices, check them for accuracy, and send them out
- send a friendly reminder email to a customer with an overdue balance, then log the conversation
- process a stack of supplier invoices - matching, coding and getting them approved for payment
- reconcile a supplier statement and chase up any missing invoices
- allocate customer receipts against open invoices and investigate anything that doesn't match
- help the Company Accountant with month-end tasks, or jump in to help onboard a new starter.





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With your skills, you'll unlock new career paths

You'll learn along the way. For this role, you'll need:

- good numerical skills and a sharp eye for detail
- strong organisational skills and the ability to juggle priorities
- clear written and verbal communication - you'll be emailing customers and talking to suppliers
- a basic working knowledge of Microsoft Excel and Outlook
- an eagerness to learn and develop within finance
- a positive, reliable and proactive approach.

Bonus points if you have:

- an interest in pursuing a career in accounting or finance
- started - or are thinking about starting - AAT (or equivalent)
- previous office, admin or customer service experience
- had any exposure to accounting software.

We'll help you grow

This is a trainee role, so we're here to teach you. You'll get hands-on training in:

- sales ledger and accounts receivable
- purchase ledger and accounts payable
- credit control
- finance systems and reporting tools
- month-end finance processes
- internal controls and financial administration
- wider business operations and office coordination.

Study support may be offered toward AAT qualifications where appropriate.

You'll help keep BabelQuest and our clients safe

Security is everyone's responsibility here - not just IT's. So, you'll:

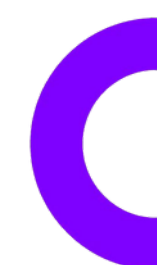
- follow our information security policies and keep up to date with any changes
- complete security awareness training when you join, and refresh it every year
- handle company and client information carefully, in line with our data privacy and confidentiality commitments
- flag anything that looks like a security concern - no matter how small - to the People & Culture Director.

These responsibilities are part of your role and will come up in your regular 121's.

Why you'll love working here (pro-rated)

- Flexible working (a mix of working at home and at the office).
- Half a day each week (23 days a year) to level up your skills and build your career.
- Up to 30 days of paid annual leave and unlimited unpaid leave.
- A month-long paid sabbatical and a £2,000 bonus to celebrate your five years with us.
- Benefits like £650 per year on anything that helps you keep a healthy life-work balance.

You'll have real responsibility from the start, with the support to learn properly. Success will mean accurate ledgers, healthy cashflow, and a finance function our wider team can rely on.





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Why BabelQuest?

It took us more than 10 years, and about 500 projects, to earn the right to use one word: elite.

Spin the globe, and you'll find over 6,000 HubSpot partners. Filter your search for elite ones, and you're down to fewer than 40.

That means you'll work with the best of the best. You'll build new skills and discover exciting career paths. You'll find curious people who share your passion and find joy in mastery.

About us

We're HubSpot experts. And we use our knowledge to help our clients succeed. BabelQuest is both an agency and a consultancy. Architects and master builders. It's part of what makes us different.

We've got an agency team, and our consultants: the expert practices team. With every project, we use technology to pull together the worlds of sales, marketing and customer service.

