



Job Description

Title: Junior Finance Assistant
Type: Permanent, Full time
Start date: ASAP
Hours: 40 hours per week
Salary: Competitive, dependent on experience
Location: This role is 100% based at our new HQ in Aylesford, Kent

Who is Must Have Ideas?

Whilst still only young, we're one of the UK's fastest growing ecommerce brands, helping over 2 million customers 'Discover Something New' every year. One in six homes in the UK now have one of our clever, problem-solving products and we're widely recognised as one of the leading ecommerce innovators of the past few years. Named by The Sunday Times as the 66th fastest growing company in the UK, we're a British success story and our incredible growth isn't stopping any time soon. We would love you to join us on this exciting journey!

The Team

You'll be working with a group of great people who think independently but collaborate as a strong team to deliver exceptional results. Career progression? Absolutely - there are plenty of opportunities to grow and develop, as our rapid growth continues.

We're fully office-based

We believe that we are at our best when we're together, and that's why our team fully works from our office from our swanky new base in Aylesford, Kent. Being together facilitates superior collaboration, encourages conversations, and sparks creativity. And there's some pretty sweet incentives to coming to the office, too, including free breakfast every day!

This Role

This is an excellent opportunity to join us on our fast-growth journey!

We are looking for a motivated and detail-oriented Junior Finance Assistant to join our growing Finance team. This is an excellent opportunity for someone starting their career in finance, offering hands-on experience in a dynamic and fast-paced environment.

In this role, you will provide essential support to the Finance Executive and contribute to the smooth running of our financial operations. It's a great fit for someone who is organised, efficient, and thrives in a collaborative team setting.

Practical, hands-on training and guidance from experienced finance professionals will be provided.

Your responsibilities will include:

- Assist with day-to-day financial transactions and record-keeping.
- Prepare, update, and maintain financial documents such as invoices, receipts and expense reports.
- Perform basic financial reconciliations and ensure accurate data entry.
- Support the Finance team with administrative tasks to ensure smooth operations.
- Help prepare financial reports and documentation for internal and external stakeholders.
- Collaborate with other departments to gather necessary financial information.

You'll excel in this role if you have the following skills & experience:

We're looking for someone who is:

- Detail-focused, well-organised and steady under pressure
- Feel confident in Excel and enjoy working with numbers
- Communicate well and like working with people as much as with data
- Are enthusiastic about learning, growing and being part of a supportive team.
- The position is ideal for those who have already begun their journey towards an AAT Level 2 or Level 3 qualification.

What's it like to work here?

We know that our people are key to our success. That's why we strive to make MHI a great place to work – just ask our team. It's a friendly, welcoming and fun environment here. We've worked hard to create an amazing experience for our people because we know that workplace happiness goes way beyond just your salary. As well as being a Living Wage employer, we're proud to offer one of the best packages of team perks in the area, including:

- Private healthcare
- Free breakfast every morning
- Paid sick leave
- Flexible hours
- Minimum of 25 days holiday per year as standard (plus more the longer you stay)
- Buy or sell holiday
- Generous paid maternity & paternity leave
- Your birthday off work every year
- Free electric vehicle charging
- Free car washing every month
- Regular team & charity fundraising events
- Free products from our range
- Generous staff discount on our range of products
- Free personal use of company vans
- Company pension
- Salary sacrifice schemes (cycle to work, electric car leasing)
- Season ticket loans
- Casual dress code
- Free and unlimited fruit, sweets, cold & hot drinks

What happens next?

If we think you could be a good fit, we'll be in touch to arrange an initial call to get to know you. If all goes well, you'll be invited to come and see our new state-of-the-art facilities and for a more in-depth conversation. We may ask you to complete a small task to show us your skills and there may be a second interview stage, too.

This is an excellent opportunity to join us while the company is still young and to be part of our high-growth journey, with all the opportunities that brings.

Must Have Ideas Ltd is an equal opportunities employer and we're working hard to build a diverse and inclusive workforce.