

ROLE SPECIFICATION - Accounts Administrator

Purpose of role

This role is responsible for the delivery of core administration tasks within the Accounts Department on a daily, weekly and monthly basis, working in liaison with client-facing administration teams across the business as well as provider administration teams. There is a need to support other members of the finance team at HFMC Wealth, as and when required.

The role reports to the Group Financial Controller, working alongside both the Finance Manager and Accounts Assistant.

About us

HFMC Wealth is a boutique wealth planner, asset manager and employee benefits specialist. As we are independent, this allows us to provide objective advice that is aligned to a client's best interests, delivered by teams steeped in financial services knowledge and experience. We have built our Company on integrity and trust, because doing what is right for our clients is best for our business.

HFMC Wealth has been awarded Corporate Chartered status by the Chartered Insurance Institute – the industry gold standard for financial planners evidencing ethical practice, professional, competent and knowledgeable advice, and a commitment to providing service and support of the highest quality.

We are passionate about equal opportunities and diversity within the industry and have worked hard to develop a fantastic people-led culture from which we are proud winners of the 2019, 2021, 2023 & 2025 awards for the Best Financial Advisers to Work for.

Key duties and responsibilities

The key duties are:

1. Accounts administration tasks associated with Intelligent Office (iO) system used across the business:
 - Download bank account statements and fill in the iO receipts summary sheet each day
 - Download provider statement emails, PDF files and Electronic Data Input (EDI), save in shared accounts drive and internal Document Storage System (Volume)
 - Reconcile and process payments receivable within iO
 - Liaise with client facing administration teams as necessary in order to be able to accurately and efficiently reconcile payments on iO
 - Liaise with provider administration teams on as necessary in order to obtain missing statements and resolve queries contained on statements received
 - Input providers on to iO and cash match using relevant internal reports
 - Transfer the iO receipts data each month to the full year summary report
2. Assisting with administration tasks associated with the wider functions of the finance department:
 - Prepare the Daily SMART Cash Received report for review by the Financial Controller.
 - Identify and chase unpaid fees receivable from providers as necessary.
 - Delivery of month end tasks and processes as directed by the Financial Controller to be completed in line with the end of month timetable. E.g. ensuring iO is reconciled
3. Other tasks as may be required to fulfil the evolution of the role and wider team priorities.

Experience and Qualifications

The successful candidate will:

- Have a minimum of 2 years' experience in a relevant accounts administration role in a comparable organisation (experience within the independent sector is advantageous but not essential, as is essential)
- Have an understanding of financial products
- Have experience using iO (Intelligent Office) – this is advantageous but not essential
- Have a fantastic level of attention to detail
- Be proficient in Microsoft Excel
- Demonstrate an ability to work under pressure and to tight deadlines
- Have sufficient understanding of the needs of Financial Services teams and a respect for regulatory compliance requirements in order to effectively carry out the role

Competencies

We are looking for someone who:

- Has excellent verbal and written communication skills
- Is personally resilient and productive, and able to handle the pressure of deadline-driven work and a demanding workload
- Can assist the team in an enthusiastic and positive manner, using organisation, time management and prioritising skills
- Can work proactively and independently
- Can build strong relationships with internal stakeholders

Location: Weybridge, Surrey and home-based, with the expectation to be in 2 days per week. Please note more office presence will be required during the training/probation period.

Hours of work: 37.5 hours per week (8:30am – 5:00pm), it may be necessary to occasionally work outside of normal office hours in order to meet pressing deadlines.

Salary: Dependent on experience. Full benefits along with a discretionary bonus are also available.