

FINANCE ASSISTANT

Location: Cambridge, UK
Contact: careers@speechmatics.com

“I’ve worked at Speechmatics for a year and a half, having worked in other similar tech companies in the Cambridge area. The thing that sets Speechmatics apart is their utter commitment to their people. The culture here is such that every employee, from entry-level right up to the leadership team, feels equally valued in contributing their energy and ideas towards the common goal – developing the best speech recognition software in the world. The finance department, although very small, is seen as a key area in the business and our work is highly valued right across the company. Our work is extremely varied, so every day is a bit different – always demanding, never boring, but with plenty of time for a coffee and a natter in the break-out area. There is a strong sense of fun which underpins everything, and there’s very much a sense of continuous improvement and community outreach. Each year we nominate a local charity to support, which includes both fundraising and ‘on the ground’ help, and the company supports this by giving each member of staff a day each year to do charitable work. Last year I spent mine doing gardening at Addenbrookes!”

- *Sheila Stuart, Finance Manager at Speechmatics*

Background

Speech technology is one of the most popular discussion items at the moment, yet speech interaction is limited to “Alexa, turn on the light”, or “Siri, where is the nearest coffee shop?” We are taking speech technology to the next level using our expertise in machine learning and speech-to-text technology to enable our customers to use conversational speech recognition. Our solutions power subtitling on TV, content discovery for videos, compliance solutions in banks, improve efficiency of meetings, and many other use-cases. Our mission is to improve human communication with a global speech engine, that works and put speech back at the heart of communication.

At Speechmatics you’ll be working with some of the smartest minds in the industry, working on cutting-edge projects and deploying the latest machine learning techniques to disrupt the market, providing customers with the best speech technology available, all whilst immersed in a progressive and great company culture. You can enjoy benefits including, share options, healthcare, life assurance, Bike Doctor, massages, regular BBQs, Brew Dogs in the fridge, no red tape, a top end laptop and much more. We’re building a company that truly strives to be world-leading and we’re looking for people who wholeheartedly believe they can be additive to our culture, bring new ideas to the table and get stuff done. If that’s you, carry on reading.

The Opportunity

This is an excellent opportunity for someone who is looking to develop their career by working as part of an agile, innovative, fast-growing business. Reporting to the Finance Manager, this is a new role within the Finance team and as such provides scope for career growth as the role expands along with the abilities of the successful candidate. The Finance Assistant will support the Finance Manager in all aspects of the day to day finances, with specific focus on the daily transactional work.

Key Responsibilities

- Posting of purchase invoices
- Review and processing of staff expense claims
- Setting up and managing bank payments
- Monthly preparation of and then sending out sales invoices
- Management of the debtors ledger and credit control processes

Requirements

The successful candidate will most likely be studying towards an accountancy qualification either AAT or early stages of ACCA/CIMA. Previous experience in a similar role, ideally within a smaller company, is needed and you must be able to hit the ground running. Candidates must have a can-do attitude and the willingness to go the extra mile.

Essential

- Self-motivated with an eye for detail
- Good interpersonal and communication skills (both written and spoken), with the ability to engage effectively with employees at all levels
- Able to work under pressure and highly organised, with the ability to prioritise your own workload to deliver objectives and targets on time
- Proficient in the use of Microsoft Office (especially Excel)

Essential

- Experience with Xero, SAGE, ReceiptBank, Quaderno and Stripe
- Previous experience in a start-up, high growth Technology, Engineering or Consultancy company

Salary

Competitive salary (dependent on experience), flexible working and some awesome [benefits & perks](#).

Interested?

Get in touch! Send your CV and covering letter to careers@speechmatics.com.

More about Speechmatics' culture

Live for the wow | Build authentic relationships | Be the adventure

Innovation is what we do. We build, we iterate, we develop the next thing that delivers that wow moment. We see value in building long-term, authentic relationships that last and are based on trust and honesty. With our customers, our colleagues, our leaders, our suppliers or within our local community. Our journey should be fun and exciting. We will celebrate our successes and learn from our mistakes together along the way. We embrace learning and change to grow naturally and organically as a company and individuals. We trust, we're honest, kind and respectful.