

FLEXIBLE WORKING SOLUTIONS LIMITED



Job Title: Finance Officer (2025 Role Expansion)

Pay Band: £30–£35 per hour

Hours: Approx. 12–15 hours per week

Location: Remote (work from home)

Basis: Paid Hourly as per time spent

Summary

FWS Ltd is a Guernsey-based company providing bespoke services to clients primarily in the finance and third sectors, including charities and not-for-profit organisations. We are a vibrant, forward-thinking team that embraces remote working and cloud-based systems to deliver flexible, professional support across bookkeeping, administration, and financial reporting.

This role is ideal for someone with a background in accounting who enjoys variety, flexibility, and remote work. We are expanding the scope of this role for 2025 to include not just bookkeeping but also preparation of basic management reports and draft financial statements for clients.

Key Responsibilities

- Maintain accurate bookkeeping records using cloud-based systems
- Raise invoices, record receipts and payments, and manage client accounts
- Prepare monthly/quarterly management reports for clients
- Draft basic financial statements in line with client requirements
- Liaise with clients and support colleagues across the business
- Assist with budget setting and financial evaluation where required
- Support ad hoc projects and additional accounting tasks as agreed

Essential Skills and Experience

- Solid experience in accounting or bookkeeping
- Competent with cloud accounting software (Xero, QuickBooks, or Sage preferred)
- Proven ability to produce basic management reports and draft accounts
- Strong Excel and general IT skills (GSuite familiarity is an advantage)
- High attention to detail and accuracy
- Excellent written and verbal communication skills

Attributes Required

- Self-starter with initiative and problem-solving skills
- Able to puzzle through issues independently and with minimal supervision
- Comfortable working remotely and managing your own time
- Team player who thrives in a collaborative, innovative environment
- Highly organised with the ability to prioritise effectively and meet deadlines
- Professional and confident when dealing with clients and colleagues

Working Arrangements

- Fully remote and flexible working
- Must provide your own PC/laptop and have reliable internet access
- Time-based payment structure; timesheets to be submitted monthly
- Work will be assigned via our cloud-based task management platform
- Some daytime availability may be required for training and meetings

Qualifications

- A full or part accounting qualification (e.g. AAT, ACCA, CIMA, ICAEW) is desirable but not essential for candidates with proven experience.

Applications

Please contact Ellie Lawrence in the first instance at ellie@fws.gg, with a short introduction and attaching your CV.

Closing date for applications is Friday 16 May 2025.