

A day in the life: Finance

Kirsty Sutherland, Finance Assistant

My job involves supporting the finance department by handling various tasks to ensure accurate financial record-keeping, compliance and smooth financial operations. These tasks include daily bank reconciliations, processing invoices, maintaining financial records, assisting with payroll and supporting month-end processes.

An important part of my role involves reconciling payments from clients across CT. It is essential to update debtor records so we are aware what is currently outstanding and where financial support may be actioned. By regularly updating debtor records ensures timely follow-up and collection and keeping cash flowing smoothly.

I'm studying towards my ACCA qualification while working, so I often do work towards that - revising for my exams and the like. The studying has helped build my technical knowledge in many areas of accounting, enabling me to perform tasks confidently and understand the importance of professionalism and ethics.

Overall, I enjoy that no day is the same and the challenges this brings, and I work in a supportive team where there are many opportunities for learning and professional development.

