



Finance Administrator

JOB DESCRIPTION:

A highly motivated, good team player, Finance Administrator is required to support Finance Controller and Manager in order to enable timely and accurate delivery of monthly and annual accounts.

TASKS, DUTIES and RESPONSIBILITIES:

Key tasks include but are not limited to:

Purchase Ledger

- Process staff & company credit card & Expenses
- Log, maintain & file invoices
- Code & check invoices
- Investigate purchase ledger queries
- Liaise with suppliers to resolve any discrepancies
- Maintain the accuracy of vendor details on the database
- Prepare a weekly pay run
- Reconcile & file supplier statements
- Maintain purchase products list
- File Bank/Credit card statements
- PO Procurement
- Supplier credit check

Credit Control

- Proactively Manage sales ledger & Debt Collection
- Respond to relevant client or internal team enquiries
- Reviewing customers' credit rankings
- Follow up payments as needed
- Post receipts to accounting systems
- Provide administrative support to the team
- Direct Debit Collections

Finance Administration

- Helping with reconciliation of the month-end control accounts
- Reconciling bank accounts
- Monthly departmental budget reporting
- Ad-hoc reporting

Skills

Requirements

- Some experience of role of a similar role.
- Strong team player with strong interpersonal skills
- Ability to communicate at a senior management level
- Good awareness of deadlines

Specific technical IT skills

Knowledge/ working experience of the software below are advantageous but not essential:

- Excel
- Sage 50
- Expenses software solutions
- Salesforce
- Billing platforms

Qualities

- The candidate will have excellent written & verbal communication skills
- Good attention to detail & self-discipline
- Sound decision making

SECURITY PROTOCOL:

- The company is required by law and other regulations to comply with data protection and confidentiality and best practice information security governance
- It is therefore your responsibility to maintain Company and client confidentiality at all times. You must not disclose any secrets or other information of a confidential nature relating to the Company or its business, or in respect of any obligation of confidence which the Company owes to any third party, during or after your employment except in the proper course of your employment or as required by law
- It is your responsibility to understand our Information Security policy in full and to implement any further developments as required
- It is your responsibility to observe and be compliant with all additional regulations in the Employee handbook