

Job Specification



Post Title	Finance Administrator
Department	Finance
Reporting To	Finance Manager
Purpose	<ul style="list-style-type: none"> To administer the day-to-day finance functions Provide support to the Finance Manager.
Key Responsibilities	<ul style="list-style-type: none"> Responsibility for the Purchase and Sales Ledgers, accurate transaction entry and monthly reconciliations including: <ul style="list-style-type: none"> - Inputting purchase invoices - Assigning delivery notes and matching GRNs to relevant invoices, checking for accuracy. - Aged Debtor/Creditor analysis as part of month end reporting Creation of new Supplier accounts in accordance with company policy and to assist with customer accounts when necessary. Reconcile statements, ensuring supplier invoice and/or statement queries are resolved in a timely manner. Maintain accurate records and keep in an organised fashion. Issuing customer statements Creation and posting of Journals Scanning of documents to maintain records Processing prepared payment run payments in accordance with cash flow requirements. Posting and allocation of cash receipts and cash book items. To assist in any other area of finance as and when required by the Finance Manager.
Required Experience	<ul style="list-style-type: none"> Minimum of 2 years' experience working in a Finance role Previous experience of a Finance system Intermediate / advanced Microsoft Office skills, specifically Excel
Personal Qualities	<ul style="list-style-type: none"> Ambitious Organised Structured Key people skills and the ability to integrate with other departments where necessary Communicate effectively Flexible and able to meet key deadlines and targets Proactively contribute to the finance core process helping the department to meet targets and deadlines.

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Companywide Responsibilities	<ul style="list-style-type: none">• Health & Safety – Ensure the H&S policies are maintained, managed & controlled throughout the businesses• Quality – Support the effective management & implementation of the QMS system throughout the businesses.
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