

Job Description

Finance Administrator

Reports to: Finance Director

Salary £18,720 to £22,880 (pro rata for part time hours circa 15-20 per week, flexible days/hours)

Role Purpose:

Reporting into the Finance Director you will support the office-based team across a range of Finance and general Administration tasks.

Key Accountabilities:

- Support the Finance Director with a range of accounting processes to include:
 - Supplier Invoice processing & matching
 - Supplier and other payments
 - Customer payments
 - Reconciliation of payments to Invoices
 - Credit control and customer queries
 - Assisting with month and Year end close activities
 - Employee Expenses & Credit Cards
- Purchasing of items such as consumables, PPE, stationery as required to support day to day activities
- Provide general administrative support and complete ad hoc tasks as required for company management team.
- Keep paperwork (virtual and actual) organised

Key Skills and Experience:

- Proficient in Microsoft Office applications such as Word, Excel, Outlook
- Ability to work in a dynamic and fast paced environment
- Able to deal with time pressured deadlines and 'think on your feet'
- Organisation and efficiency
- IT and numeracy skills
- Communication skills
- Teamworking skills
- Accounting software packages
- Experience in similar Accounting support role and working knowledge of bank reconciliation, accounts payable and receivable and other general accountancy support duties