

Job Description

Job Title	Finance Administrator
<p>Responsibilities</p>	<ul style="list-style-type: none"> • Processing customer invoices and credit notes accurately and efficiently. • Working in conjunction with other departments to manage and resolve billing queries. • Liaising with external suppliers and customers to supply information, and build good working relationships. • Sorting, processing, and filing of supplier invoices and credit notes. • Resolving supplier invoice / credit note queries, either with suppliers or our purchasing teams. • Reconciling supplier statements and investigating unreconciled items. • Liaising with suppliers and our branches in an effective and timely manner. • Creating and processing BACS runs. • Investigating and resolving debit balances on the creditors ledger. • Running system reports and actioning relevant procedures. • Updating spreadsheets. • Supporting other team members and providing absence cover where required. • Project work and ad-hoc jobs as directed. • Continued improvement of the Finance department. <p>Skills required include:</p> <ul style="list-style-type: none"> - English and Maths GCSE grade C or equivalent - Microsoft Excel (including use of v-lookups and pivot tables) - Experience of using finance systems (Sage X3 experience desirable) - Attention to detail and accuracy - Good verbal and written communication skills - Desire to learn and work in a flexible dynamic environment - Ability to work as part of a small team with limited supervision
<p><i>This job description and person specification are an outline of the tasks, responsibility and outcomes required of the role. The job holder will carry out any other duties that may reasonably be required by their line manager.</i></p>	
<p><i>The job description and person specification may be reviewed on an ongoing basis in accordance with the changing needs of the Department and the Company.</i></p>	
<p>Job Description Agreement</p>	
<p>Job Holder's Signature:</p>	<p>Date:</p>
<p>Head of Department Signature:</p>	<p>Date:</p>