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[www.steepergroup.com](http://www.steepergroup.com)

# Vacancy

## Finance Administrator

Steeper Group is a privately-owned business that was formed almost 100 years ago. Since then we have expanded across prosthetics, orthotics and assistive technology – with a focus on creating significant turning points in individuals' lives through exceptional clinical services and award-winning products.

We are a true leader in our market. From humble beginnings, we have grown to become one of the UK's largest suppliers of Orthotic, Prosthetic and Assistive Technology products. Uniquely, we combine age-old craft skills with the latest innovations in manufacturing and materials.

**Steeper's vision is to create life's turning points, together. We aim to do this with innovative prosthetic, orthotic and assistive technology products and services.**

We currently have a vacancy for a motivated team player to join our company as a Finance Administrator working within our finance department in Leeds.

The successful candidate will contribute towards the efficient day to day running of the purchase ledger and billings functions, delivering a positive customer experience.

### Duties/ Responsibilities:

In this role you will provide a high standard of administration within the department in line with departmental processes and procedures.

In addition, you will:

- 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.
- 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.
- 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.

You will need excellent attention to detail and be able to demonstrate excellent communication skills. This is an ideal position for anyone wanting a change in career and has the desire to learn and work in a flexible dynamic environment. Minimum qualifications include English and Maths GCSE Grade C, or equivalent. Experience with Microsoft Excel including Vlookups and pivot tables would be advantageous but is not essential.

If you feel you have the necessary attributes to be considered for the above position, to apply, please complete an application form or submit your CV. Application forms can be obtained by emailing the HR team on (hr@steepergroup.com). Alternatively visit [www.steepergroup.com/careers](http://www.steepergroup.com/careers) and download an application form from the website.

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Due to the high volume of applications we anticipate we will receive for this role, in the event you have not heard from us within 14 days, we regret to inform you that you have been unsuccessful in your application.

**The closing date for applications is Friday 6<sup>th</sup> March 2020**



Steeper is committed to valuing diversity and treating everyone who works for or wishes to work for us fairly. We will treat everyone with the same attention, courtesy and respect, regardless of age, impairment, ethnic origin, nationality, religion or belief, social class, sex, sexual orientation, gender reassignment, marital or civil partnership status, responsibility for dependents, pregnancy and maternity or trade union activity. Steeper is committed to act positively towards disabled people and we actively welcome applications from disabled people.