

Finance Administrator

18 Hours p/w

Location: Tay Office, Bingham, Nottingham

Reporting directly into the Operations & Finance Manager, this is a vital role which is fundamental to the smooth operation of the business. Working for a vibrant and dynamic Fire and Security company which is based in Nottinghamshire with engineers working throughout the UK.

The Finance Administrator will be responsible for ensuring the day-to-day accounts administration processes are followed and that any queries are dealt with promptly and efficiently and liaising with the various departments within the business to capture required information.

Key Role responsibilities:

- Processing supplier invoices and entering onto the accounting package (Quickbooks)
- Reconciliation of delivery notes
- Responding to accounts payable and accounts receivable enquiries
- Checking and issuing of sales invoices
- Issuing of monthly account statements
- Monitoring Credit Control and actioning where appropriate
- Corporate Card and Expense reconciliations
- Monitoring stock and sales pricing
- Preparing month end reports alongside the Finance Manager
- Liaising with company accountants for any finance related queries and Tax returns
- Monitoring incoming emails to the accounts team and processing/redirecting as appropriate
- Monitoring incoming calls to the accounts team and processing/redirecting as appropriate
- Working proactively and efficiently on your own or as part of a team.
- Maintaining Tay Fire and Security's commitment to excellence in customer service and translating this into your role.
- Any other reasonable requests from management.

The successful candidate must have the following:

- Proven recent experience in a Finance Administration role
- Familiarity with office equipment, including printers, scanners etc
- Highly Experienced and proficient with recent versions of MS Office Software (Excel, Word and Adobe PDF essential)
- Excellent prioritisation, organisational and time-management skills
- Strong written and oral communication skills
- Problem-solving attitude with an eye for detail
- Ability to work without supervision
- A positive attitude and commitment to excellence

It would be advantageous, but not essential to have the following:

- Knowledge of the construction/ fire and security industry
- Knowledge of Quickbooks accounting package