

Role profile: Finance Administrator

Purpose of the role

To be the sole person handling sales and purchase invoices, reconciliations and debt chasing, whilst also being an extra pair of hands in a small and busy office.

Activities

The majority of time in this role is spent in the following finance activities:

- Sales invoices: preparing invoices, inputting, reconciling and progressing any debts
- Purchase invoices: preparing invoices, reconciling, and producing payment lists for payment
- Bank statement reconciliations

Plus there are other financial activities in the following:

- Year-end accounts
- Machinery lease payments
- Assist with cost analysis of environmental projects
- Assist with pricing for compost manufacture and sales
- Sales reports for compost sales
- Check customer credit account applications

Finally, you may be involved in other general admin activities such as:

- Provide back-up for customer compost sales
- Provide back-up for environmental projects
- Stock control of compost and components
- Assist in preparation for shows
- Provide payroll data
- Manage utilities contracts

Reports to: Business Owners

Working arrangements

- c.20 hours a week with flexibility on timing
- Up to £20,000 pa depending on experience, pro-rata
- Currently based on our farm in Heltondale
- 28 days annual leave including all public holiday, pro-rata
- 3 months' probation

Requirements for effective performance:

Technical

- Sage 50 and Sage Instant
- Monitoring sales and purchase ledgers
- Using systems to produce data reports
- Computer systems and connectivity confidence

Interpersonal

- Communicating clearly in English
- Friendly and understanding as part of a small team
- Interacting professionally and confidently with a wide range of people

Personal

- Calm and composed, friendly and positive
- Self-sufficient to resolve own issues
- Manage own diary and priorities
- Want to sort things and help out
- Enjoy multi-tasking and turning hand to many things
- Persistence to pursue an issue until it is resolved

How to apply:

Please email a short CV with covering letter explaining why you are interested in this position to June@peopledecisions.co.uk. Because we are a small team and interested in your motivation to join us, applications without a supporting letter will not be considered.

Any questions, please call Julia or June at People Decisions, our external HR provider, on 01768 753001.

Closing date for applications: Monday 27 March 2017.