

Job description - Finance administrator (PB6b)

Job summary
You will help/support the finance team, completing a variety of administration work, using Microsoft Office applications and bespoke software to process and monitor financial information. You will liaise with members of the public, colleagues and contractors, collating information gathered. You will cover reception duties when needed.
Key responsibilities & accountabilities
• make sure financial reports are generated on time daily, weekly or monthly as directed. • verify and process new suppliers' requests and any amendment requests, providing guidance as required. • handle internal and external customer/supplier enquiries and disputes by liaising with colleagues and external stakeholders. • monitor and manage the accounts mailbox, ensuring that customer correspondence is dealt with professionally and on time. • monitoring reports from other teams and making sure any supporting information is collected and collated. • raising purchase orders and recording goods received notes. • process purchase/sales invoices and credit notes promptly. • ensure staff adhere to FC (Forestry Commission) procurement guidelines and offer guidance and support to colleagues. • audit and check data to make sure information held on the contracts database is current and correct. • set up IT equipment for new starters and assist staff with IT-related issues. • help staff with mobile phone problems. • occasional travel to other sites in the district, to assist with IT issues. And any other tasks, reasonably requested by your line manager.
Location-Specific information (optional)
Click or tap here to enter text.
Skills, knowledge & experience
Essential professional and technical experience • working in a busy office environment. • working in a transaction processing team or related finance function. • able to use finance and bookkeeping software and applications • able to export, sort and filter data, and utilise basic formulae within Microsoft Excel. • know how to set up IT and mobile phones. • competent IT user with experience in MS Office suite of applications, but also to have the ability to understand and use bespoke in-house computer applications.

Desirable professional and technical experience

- ability to analyse data.
- experience supporting creating reports/presentations.

Qualifications

Essential

- a GCSE in Maths and English or functional skills equivalent.

Desirable

- A level or level 3 equivalent qualification.
- finance qualification or willingness to work towards one.