

Job description - Finance Administrator (PB6b)

Job summary

The Business Support team provide a support service to the district's operations. As a key member of the team, you will play a crucial role in the Business Support function and/or projects, helping it run smoothly by providing financial, administrative, logistical and operational support, using Microsoft Office applications and bespoke software to process and monitor financial information. You will liaise with colleagues, suppliers, customers and members of the public, collating and disseminating information. As part of the team, you will also provide office reception cover.

Key responsibilities & accountabilities

- Provide day-to-day administrative support such as arranging meetings, maintaining accurate records, data input and liaising with colleagues as required.
- Raising/reviewing purchase orders and recording goods received notes
- Process purchase/sales invoices and credit notes promptly and accurately in line with Forestry England policies.
- verify and process new suppliers' requests and any amendment requests, providing guidance as required
- Monitor and manage the finance inbox, ensuring that customer/supplier correspondence is dealt with professionally and in a timely manner.
- Assist in the budget monitoring process for the areas that you support.
- Assist in month end, quarterly and year end tasks for the areas that you support.
- Monitor and manage the general enquiries inbox, dealing with queries/requests promptly and professionally. Liaising with other colleagues / stakeholders as required.
- Monitoring reports from other teams and making sure any supporting information is collected and collated
- Assist in the generation of financial reports as directed.
- Give support and guidance to colleagues on FE systems, policies and processes.
- Support in the preparation and distribution of project documents and reports.
- Contribute to the ongoing development of processes within the Business Support function.
- Comply with the FE Health & Safety policy
- Provide cover and support to other members in the team as required.
- Any other tasks, reasonably requested by your line manager.
- Assist in organising meetings, travel arrangements, bookings and other networking events
- Support for communication outputs as and when required

General

- Occasional travel to other sites in the district will be required, potentially with overnight stays to attend meetings/training

Skills, knowledge & experience

Essential professional and technical experience

- Relevant experience working in a busy office environment.
- Experience in working in a transaction processing team or related finance function.
- Proven ability to work with high accuracy and attention to detail.
- Excellent communication skills, written and spoken.
- Experience in supporting colleagues in a team environment.
- Competent IT user with experience in MS Office suite of applications, in particular good working knowledge of Microsoft Excel including ability to export, sort and filter data and utilise formulae
- Experience in using accounting software and other bespoke IT 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.
- Competent IT user with experience in MS Office suite of applications.

Desirable

- A level or level 3 equivalent qualification.
- Finance qualifications such as AAT or willingness to work towards or qualified by experience
- Qualification in First Aid or be willing to be trained as a First Aider.