

Finance Administrator

Are you looking for a part time role with an exciting and progressive company? Then this could be the role for you! An immediate opportunity has arisen for a Finance Administrator to join the Amberley team based in Blandford, Dorset. This is a part time role, 29 hours per week.

Role and Responsibilities

- Payables
- Matching Delivery/Good received notes to payable invoices received
- Matching invoices to the P.o raised on our MIS system, Label Traxx
- Processing Accounts payable invoices on to our MIS system, Label Traxx (400 to 600 P.os a month)
- Allocate costs to the relevant nominal code
- Ensuring the prices paid for supplies and services are correct
- Liaising with other departments to check payable invoices, Verify discrepancies and handling queries
- Managing and preparing expenses journals and payments

General Duties

- General performance reporting
- Sending AR invoices and Pro Forma's to customers
- Maintaining the daily task list
- Assisting Account Receivable & Finance team when required during busier periods.

Preferred Skills

- High degree of accuracy and attention to detail
- Knowledge & Experience with accounts administration
- Data entry skills
- Excellent Experience and knowledge of Microsoft excel
- Ability to manipulate data and create pivot tables to display information to the wider business.

Selection

Should you feel that your skills and experience match the specification, please forward your covering letter and CV along with your salary expectations to our team.

Due to the volume of applications we receive, unfortunately we are unable to provide individual feedback. If you have not heard from us within 7 days after the closing date, then please assume that your application has not been successful.