

Job Description and Personal Specification

Job Title	Finance Administrator
Employer	Nwes Property Services Ltd
Line Manager	Finance Manager
Hours of Work	Full time 40 hour week – Flexible May include occasional evening work and weekend work
Purpose / Responsibilities	<ul style="list-style-type: none">➤ Understand how finance fits into the organisation and integrates with other departments.➤ To assist the day-to-day activities of the Finance department. (Photocopying, scanning, filing, post, data input, outgoing and incoming post etc).➤ Responsible for purchase ledger duties for all Companies. Including but not limited to; supplier payments, utility/rates invoices, staff expenses, reconciling supplier accounts and company credit cards.➤ Responsible for ensuring purchase invoices are accurate by controlling the PO log sheets, monitoring costs and payment methods (suggesting alternatives where possible).➤ Managing own workload effectively to meet multiple changing priorities.➤ Assisting other members of the Finance team as and when necessary, to include holiday cover.➤ To ensure all processes are carried out in accordance with the company quality procedures.➤ To provide both internal and external customers, a professional and customer focused service.

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Characteristics

	Essential	Desirable
Physical Characteristics	<ul style="list-style-type: none"> ➤ Able to visit sites 	<ul style="list-style-type: none"> ➤ Use of own vehicle
Experience	<ul style="list-style-type: none"> ➤ Experience in a similar role. ➤ Experience of Sage 50 accounts ➤ Strong purchase ledger experience ➤ An interest in accounts together with a keen willingness to learn 	
Knowledge and Skills	<ul style="list-style-type: none"> ➤ Understanding of quality systems ➤ Competent in using Microsoft Word, Excel and Outlook ➤ Excellent organisational skills ➤ Must be precise and provide accurate data 	<ul style="list-style-type: none"> ➤ Experience in using quality systems
Communication	<ul style="list-style-type: none"> ➤ The ability to communicate effectively to a range of audiences, sectors and individuals ➤ Maintain confidentiality of NWES when communicating with stakeholders 	
Aptitudes	<ul style="list-style-type: none"> ➤ A natural ability to get on with people ➤ Able to work under pressure and adhere to deadlines ➤ Effective team working skills ➤ Ability to prioritise and manage own workloads ➤ Likeable and pleasant manner 	
Disposition	<ul style="list-style-type: none"> ➤ Be able to make things happen with a positive attitude ➤ Open, approachable and friendly 	
Motivation	<ul style="list-style-type: none"> ➤ Desire to learn and develop within the role 	
Circumstances	<ul style="list-style-type: none"> ➤ Flexibility to work out of normal working hours 	