



## Job Details – 16.05.2019

### Finance Administrator – Jersey

Amalgamated Facilities Management Ltd is currently recruiting a Finance Administrator to join our busy Jersey office.

The role will involve providing support to the FM and Projects Divisions on all aspects of day-to-day accounting, processing weekly payroll and dealing with financial related matters for our clients, suppliers and staff. Applicants must have good communication and IT skills and the ability to work under pressure to meet deadlines.

It is desirable that applicants are CAT/ACCA qualified (or equivalent) or are working towards either of these qualifications. In-house training will be provided on our internal systems.

A full JD can be requested by emailing [hr@amalgamatedfm.com](mailto:hr@amalgamatedfm.com)

#### Key Responsibilities:

- Ability to deal with company, client and personal matters with the strictest of confidence
- Client focused
- Ability to prioritise workload and to follow processes and procedures
- Organised and able to work under pressure at times
- Strong communication skills (both with AFM clients and AFM staff)
- Ability to work both individually and as part of a team
- Must be computer literate and competent in the use of word, excel, Outlook
- Professional approach

#### Additional info for this role:

- This is a full time position (Monday – Friday 08:00 – 17:00)
- Due to the nature of our working environment the successful applicant will be required to undertake a full police disclosure and pre-employment screening
- Closing date for applications – 31/05/2019

If you would like to apply for this role please forward your CV and covering letter to the HR Department, Amalgamated Facilities Management Ltd, CTV House, La Pouquelaye, St Helier, Jersey, JE2 3TP or by email to:

[hr@amalgamatedfm.com](mailto:hr@amalgamatedfm.com)