

Job Description

Finance & Administration Assistant

The Finance and Admin Assistant's role is to support the Business Manager in processing and accurately recording all the finance and admin transactions of the business.

Key Responsibilities

Finance

- Maintenance of the sales and purchase ledgers. Timely and accurate processing of customer and supplier Invoices to include reconciliation of invoices, expenditure, statements and the preparation of supplier payment runs.
- Daily bank reconciliation of all bank accounts
- Dealing with suppliers regarding queries on accounts and resolving any disputes regarding non payment of invoices
- Issue of company purchase orders
- Issue of Weekly Debtors Reports and follow up.
- Preparation of project accounts for review.
- Assisting with the preparation of VAT Returns and EC Sales Lists to HMRC
- Assist in the preparation of Management and Financial Accounts.
- Reconciliation of all company expenditure
- Processing staff expenses and reconciliation of company credit cards

Additional Admin Duties:

- General administration tasks to include dealing with telephone calls, filing, stationery orders and handling post.
- Assisting when necessary with the upkeep of the CEO's diary
- Arranging travel and accommodation when required for CEO/Company Directors

The above is not an exhaustive list of responsibilities, the role requirements will be reviewed regularly to ensure that the role is delivering what's required to meet business objectives.

The Ideal Person:

Essential

- 3rd Level Qualification in Finance, Business or Administration
- Minimum 3 year's experience in a similar role
- Sound knowledge of Sage 50



- Microsoft Office
- Excellent organisational, interpersonal and communication skills
- Ability to work on own initiative with minimal supervision and prioritise tasks efficiently

Desirable

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Remuneration

- £22,000
- 32 days holiday plus half day bonus for birthday
- Automatic enrolment Pension Scheme – 5% contribution from Velocity

Place of Work

This role is normally based at our Belfast office, however due to the ongoing Coronavirus Pandemic there may be a requirement to work at home. It would be expected that this candidate's home environment is suitable for homeworking. This includes having an appropriate working area, and a reasonably strong internet connection.