

VACANCY ANNOUNCEMENT

JOB TITLE: FINANCE ADMINISTRATOR

DEPARTMENT: FINANCE

DEADLINE FOR APPLICATIONS: FRIDAY 9TH OCTOBER 2020

JOB SUMMARY/RESPONSIBILITIES

Provide financial and administrative support to the business, ensuring accuracy and efficiency. Supporting the reception, providing an excellent service for all internal and external customers.

1. Finance: Provide support to the Finance team on an ad-hoc basis using Microsoft Navision. Tasks including, but not limited to, entering daily sales and purchase ledger entries in an accurate and timely manner. Providing analysis, filing and banking support as required. Administration for purchases and providing period-end financial information.
2. Reception: Reception duties as required. Welcome and sign in all visitors to the Spalding site. Answer and deal with external and internal telephone calls, diverting as necessary to appropriate staff. Ensure consistency and continually improving high standards of customer service and professionalism at front of house.
3. Administration: Daily post duties, filing, and ordering stationery. Managing Elsoms email inboxes.
4. Other: Involvement in emergency fire drills.

EXPERIENCE & QUALIFICATIONS

- GCSE in English and Maths (Grade C/4 or above)
- Experience of working in a finance role is desirable, however training will be provided

The successful candidate must be able to communicate effectively, have excellent attention to detail when completing tasks and excellent literacy and numeracy skills. They must be adaptable and display a willingness to try new challenges and develop their career within a Finance department. Customer service and a flexible approach to working will be key. Must have a positive outlook and be able to present a professional, helpful image of Elsoms to both colleagues and external customers.

If you would like to apply, please complete an application form online (**Contact: email hr@elsoms.com**)
