

JOB DESCRIPTION

Job Title:	Finance Administrator
Line Manager:	Sales and Marketing Administrator
SUMMARY DESCRIPTION:	
<p>Advanced Certification Limited is an accredited certification body providing certification services for quality, environment, health and safety and information security. The Finance Administrator will carry out invoicing activities, credit control and other general administration duties.</p> <p>Terms</p> <ul style="list-style-type: none">• Part time (0.6 FTE, 22.5 hours per week)• Salary £12,000 - £13,200 depending on experience (£20,000 – £22,000, 37.5 hours)• Benefits include pension scheme• Office based role	
QUALIFICATIONS:	
<p>Essential:</p> <ul style="list-style-type: none">• At least GCSE or equivalent in Mathematics and English (A-C) <p>Desirable:</p> <ul style="list-style-type: none">• AAT level 2	
SKILLS:	
<p>The post holder will require the following skills / attributes:</p> <ul style="list-style-type: none">• Effective verbal and written communication skills• Professional and friendly manner• Good planning and organisational skills• Conscientious and self-motivated, with an excellent eye for detail• Proficiency in Microsoft Excel, Word and Outlook• Good customer service skills• Discretion and Confidentiality at all times• A good team player, but able to work independently when required	
EXPERIENCE	
<p>The following are essential</p> <ul style="list-style-type: none">• Possess at least 1 year working experience in a similar role• Experience of finance packages such as Free Agent, QuickBooks or equivalent	
RESPONSIBILITIES: BLUE text denotes shared Administration Team function.	
<p>Finance</p> <ul style="list-style-type: none">• Sales Ledger: prepare quotations, raise and issue accurate and timely invoices, and apply the correct VAT rules• Purchase Ledger: process invoices and ensure all payments are made on time, working in conjunction with the Managing Director/Technical Director• Credit control: Manage all aspects of credit control exercising a high degree of diplomacy	

JOB DESCRIPTION

- Financial Reporting: Assisting the Board of Directors by producing financial reports as requested

Administration

- Maintain customer relationship management system (ACOMST)
- Handling incoming telephone calls, enquiry emails etc.
- Following up quotations
- Issuing auditor job sheets/chasing auditors for booking
- Receiving audit reports from auditors and passing for review
- Printing/scanning/posting certificates

The post holder will also be given other tasks from time to time as required.