

JOB DESCRIPTION

Job Title: Finance Administrator – Accounts Receivable & Facilities

Reporting to: Finance Manager

Main Aim: Member of the Finance Team covering Accounts Receivable function & Facilities Coordination.

Duties Include:

Accounts Receivable:

- Administration of all sales invoices & credit notes
- Monthly posting of invoices to the ledger using Sage
- Produced monthly aged debtor report
- Monitoring credit control & chasing overdue balances
- Resolve customer account queries

Facilities Coordination:

- Create & maintain Facilities contracts directory (liaising with Maintenance Team & IT)
- Administration of contract renewals, including sourcing quotes & new contract setup
- Arranging & overseeing site service visits
- Liaise with external cleaning company & perform audits
- Facilities contact for business & learners

General Administration:

- Supporting other areas of Finance Team as required
- Assist and support with month & year end financial reporting
- Assist and support with year-end statutory audits by external accountants
- General administration & adhoc duties as required

General GET Responsibilities:

- Promote GET and its business in a positive manner at all times
- Promote the equality, diversity and safeguarding of learners, staff and visitors at all times
- Contribute to the implementation of the company business plan, self assessment report and quality improvement plan and processes
- Maintain discipline and cleanliness at all times within the centre
- Ensure a high standard of health, safety and welfare to learners, staff and visitors at all times
- Ensure own training and development is up to date and relevant to current industry
- Comply and assist with GTAE requirements, audits and inspections
- We reserve the right to request employees to assist with reasonable additional duties as and when required; including attendance at careers fairs and similar business related events

Skills and/or Qualifications:

Essential:

- Experience of working within an Accounts Receivable function
- Advanced Microsoft Excel skills
- Strong organisation & communication skills

Ideal:

- Working knowledge of SAGE 50
- Experience of Facilities Coordination