**Job:**

Finance Administrator

**Overall Job Purpose**

To support Finance Manager in Administration duties across area to achieve deadlines and report accordingly

**Main Duties**

* Data Entry
* Reviewing/collating data on Excel spreadsheets
* Creating Supplier Purchase Orders and receipting
* Processing timesheets
* Creating Invoices
* Monitor and maintain the in house system for work to be actioned and completed within set timeframes
* Liaising with Internal people
* General Administration

**Skills, Experience, Knowledge**

* + SC Clearance
	+ Knowledge and experience using Microsoft Excel and Word
	+ Experience and understanding of the Financial element of work
	+ Able to multi task and work methodically
	+ General Administration office experience
	+ Good verbal and written communication, including listening.
	+ General I.T. understanding e.g. PC hardware, Microsoft software.
	+ Commercial awareness
	+ Financial acumen