**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