

# Job Description – Finance Administrator

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***Reporting to the Sales and Admin Manager, the finance administrator is responsible for the accurate day-to-day purchase and sales ledger and financial administration as well as general administration duties as may be required to support a small team***

## **Terms and Conditions:**

<i>Location:</i>	Turkey Mill Business Park, Maidstone, Kent
<i>Basic Salary:</i>	£14,000 to £16,000 per annum depending on experience
<i>Hours:</i>	40 hours per week – working on a shift system during the ski season with 2 days off per week
<i>Contract Dates:</i>	October 2012 to March 2013
<i>Other Benefits:</i>	20 days paid annual holiday (pro-rata) plus UK bank holidays which sometimes may not be taken on the days they fall during the ski season, according to the requirements of the business, but will be given as a day off in lieu

## **Skills and Experience Required:**

- Procedural person able to follow steps to ensure the complete 100% accuracy of accounts
- Good numeric skills
- Knowledge of basic accounting principles and practices would be an advantage (perhaps as part of a business related degree) and an eye for 100% accuracy in all aspects of data entry and checking
- Preferred experience of some accounting software but full training will be given – we use Xero Accounting
- Good to advanced Excel skills
- Some knowledge of French would be an advantage
- Some knowledge of the ski holiday industry would be preferred – either as a holiday skier or having worked in the business
- Ideally a recent graduate looking to gain experience in a broad role with a focus on finance, although not restricted to this

## **Main Responsibilities**

- Creation of sales invoices in the accounting system based on sales made via our reservation system – checking accuracy of bookings made by sales staff
- Entering customer payments and ensuring reservation system and financial system are synchronised
- Credit control
- Dealing with contracts for bought-in third party accommodation and ensuring accruals are made and payments due are registered – chasing the paper-flow to make sure all documentation is properly received and dealt with
- Dealing with UK purchase ledger – checking, scanning, coding and entry of bills for expenditure into the accounting system
- Preparing bill payments for authorisation via cheque or online
- Accounts filing – filing sales and purchase invoices and generally ensuring paper records are accurately kept
- Management reporting
- Payroll calculations

## **Support Responsibilities**

- Supporting and assisting the sales team as required
- Covering any task as part of the administration team as required