

# Finance Administrative Assistant, Glasgow - Top 3 Managed Cloud Computing Company

## Salary

£15,500 – 18,000 per annum DOE

## Role Description

- This is an ideal opportunity for a driven and commercially aware individual who has the energy to be able to grow within an ever expanding exciting entrepreneurial and AIM listed company
- This position would be well suited to an individual who wishes to gain experience within a fast-paced finance department and have the adaptability to work on a variety of tasks within such an environment

## Responsibilities

- Assisting purchase ledger by posting supplier invoices on a daily basis
- Filing invoices and employee expense claims
- Reconciling company credit cards and querying spend with relevant staff members
- Processing BACS and cheque payments
- Monitoring finance email inboxes
- Daily upload of billing integration files
- Processing daily bank postings
- Collecting and applying direct debit collections from customers
- Assisting in monthly billing process for various Group brands
- Interacting with suppliers and customers where necessary to resolve account issues
- Reconciling the Group's billing system to our accounting system on a continual basis

## Knowledge, Skills and Experience

- Proactive, confident and professional approach
- Hard working and self-motivated
- Excellent communication and interpersonal skills
- Strong MS Office skills
- Sound decision maker
- Good organisation skills with the ability to prioritise tasks
- Prior experience of working within an office environment would be desirable but not essential

## What do we offer in return?

- We'll treat you to lunch once a month
- ½ Day off on your Birthday
- Long service benefits
- Breakfast on us every day including a hot roll on Fridays
- Snacks, drinks and fruit all day, everyday
- Pension
- Free onsite car parking (excellent public transport links for non-drivers)
- Share save and childcare voucher schemes

## Training & Development

As you can gather, we have a relaxed and friendly working environment but don't be fooled; you will be working with some of the country's best talent and greatest technical experts. We want our people to thrive, prosper and to leave work every day feeling valued and that they have made a difference. Talented, motivated and creative people lie at the heart of our success so we invest heavily in our people and their professional and personal development through our online training portal and Management and Leadership Development Programme.