

Accounts & Data Administrator

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Company: Kelly Services (UK) Ltd

Location: Nottingham

Category: management

We are seeking a detail-oriented Accounts & Data Administrator. You will be responsible for assisting with various tasks and ensuring the accuracy of financial records. Our client is a leading player when it comes to airtime and distribution. This is a full-time permanent role in the Nottingham area.

To provide support to the Finance team in the financial accounting function, responsibilities for this role will include

Extracting data from reports

Vlookups

Raising manual invoices

Credit Control

Commission reconciliation for partners.

Identifying and correcting partner commissions

Handling incoming calls and queries from partners.

Analysing commissions data

Monitoring Commercial viability of sales

Processing Expenses

Working hours

Monday - Thursday 9.00-17.30 (1 hour lunch)

Friday 9.00-17.00 (30 mins)

Details

Salary: £27,750

Office Based

Full time - Permanent

Annual leave allowance per year, 31 days

On - site parking

If you are a motivated individual with a passion for numbers and attention to detail, we encourage you to apply for this position and contribute to the success of our client. If you have a background working in a Data environment or have worked with Sage Line 50 apply today - please send your CV or for further information please call our Nottingham office

Kelly Services are acting as an Employment Agency in relation to this role. Should you choose to apply, your information will be processed in accordance with Kelly's . For information regarding data protection at Kelly, please visit the Kelly website and have a look into the Privacy Statement.

As an Equal Opportunities employer we welcome applications from all suitably qualified persons regardless of their race, sex, disability, religion/belief, sexual orientation or age.

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