

Finance Administration Assistant needed in London, UK

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Company: Skills Provision

Location: United Kingdom

Category: educational-instruction-and-library

A Finance Administration Assistant is urgently required to support the London office and in particular lift the administrative burden from the Head of Office.

Location: London, United Kingdom

Position: Permanent

Salary

£27,500 p/a

The Role

Payroll administration – liaise with the finance team.

Support in all aspects of Project Accounting

Administration of petty cash

Filing

Answering emails

Meeting preparation and note taking

Dealing with direct mail and parcels

Diary management

Maintaining the company's library

Other tasks as directed

Requirements

Computer literate with experience of Microsoft Applications.

Should have performed a similar role previously.

Fluent in English (written & oral)

Strong understanding of confidentiality

Smart and punctual

Pleasant nature

Hardworking and determined

Attention to detail

Ability to liaise with all employees of the organisation

Ability to work on own initiative

Able to adhere to strict deadlines

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