

Finance Administrator

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Company: FryerMiles

Location: Abingdon

Category: other-general

Finance Administrator - £15 - £17 per hour (Via Umbrella) - Temporary - Abingdon - Hybrid

FryerMiles are delighted to be working with an industry leading business based in Abingdon, Oxfordshire to assist with their recruitment of a finance administrator on a temporary basis for 6 months.

Key Responsibilities:

Raising invoices in Salesforce

Copying Invoices

Checking Statements

Monitor the accounts email inbox and respond promptly and effectively

Assist with General office administration

Candidate Requirements:

Must be immediately available

Fluent written and spoken English is essential

Excellent attention to detail, time management, and organizational skill

Possess excellent IT skills

Knowledge of Salesforce would be advantageous

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