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Finance Administrator

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Company: Major Players | B Corp™

Location: London Area

Category: other-general

Finance Administrator Part Time – 20 hours per week (ideally 4 hours per day) £24,000 per annum pro rata As the UK's most influential talent agency within the Creative and Marketing industries, Major Players' talent partners connect exceptional talent with some of the most sought-after brands and agencies across our industries ranging from huge networks to young and impactful start-ups. At Major Players, we believe that business should be used as a force for good, putting people, purpose and the planet alongside profit in our decision making. In 2022, we proudly became an accredited B Corporation™ joining an exclusive community aimed at redefining success in business. We are looking for a finance administrator to join the team to look after payroll and purchase orders for our freelancers. The Role Managing payroll and PO mailboxes handling incoming emails ensuring a timely response and routing inquiries to the relevant staff Serve as the contact for answering freelancer pay and timesheet related queries Send reminders to freelancers and managers to complete and approve timesheets to facilitate payroll processing Update and maintain client and freelancer records, including contact details and project assignments Generate and send purchase order requests to clients ensuring all details are included Providing purchase order estimate's to the Pay and Bill Manager Maintain a tracking system to monitor the status of purchase orders and address any issues Major Players is an equal opportunities employer and positively encourages applications from suitably qualified and eligible candidates regardless of sex, race, disability, age, sexual orientation, gender reassignment, religion or belief, marital status, or pregnancy and maternity. Please make us aware of any reasonable adjustments that may be required throughout the interview process and to support you in

the role.

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