

## Finance Administrator

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Company: Astute Recruitment

Location: Loughborough

Category: other-general

Astute Recruitment are seeking an experienced Finance Administrator to join a well-established team with our client based in Loughborough. The successful candidate will play a vital role in the support of the finance function, primarily focusing on invoicing, credit control, and maintaining accurate financial records.

### Key Responsibilities:

- \* Entering and verifying Service Users details onto Coolblue invoicing system
- \* Processing sales invoices
- \* Conducting credit control activities, including chasing debts and maintaining contract details
- \* Posting receipts, refunds and banking transactions
- \* Balancing daybooks and nominal ledgers on a monthly and yearly basis
- \* Matching invoices, delivery notes, and orders
- \* Processing monthly payments and reconciling purchase ledger statements

- \* Handling maintenance queries and obtaining authorization for repairs

- \* Collaborating with Company Auditors as necessary

#### Candidate Requirements:

- \* Previous experience in accounts or purchasing roles

- \* Proficiency in MS office, particularly in Excel

- \* Sage experience is desirable but not essential

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#### Benefits and hours:

- \* Salary up to £24,000

- \* Working hours of 8:30am - 4:30pm

- \* Onsite parking

- \* 25 days holiday plus bank holidays

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