

Finance Administrator

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Company: Bennett and Game Recruitment LTD

Location: Loughborough

Category: other-general

Exciting opportunity for a Finance Administrator to join our client, a Manufacturing Company in Loughborough on a full time, permanent basis. This is an office-based position.

The successful Accounts Administrator will be able to get stuck in to an extremely varied role covering Accounts, Credit Control, Sales and Purchase Ledgers as well as general office administration.

Finance Administrator Position Overview

Processing sales invoices and purchase invoices

Credit control

Purchase and sales ledger duties

Payroll duties

Answering telephone calls and other adhoc duties

Finance Administrator Position Requirements

Experience within a similar role previously

Xero experience is preferred but not essential

Excellent telephone manner

Finance Administrator Position Remuneration

£25,000 per annum

Monday - Friday

Flexible working hours

21 days annual leave + bank holidays

Onsite parking

Bennett and Game Recruitment are a multi-disciplined technical recruitment agency based in Chichester, West Sussex operating across the UK with specialist teams covering a range of industries. We are acting as a Recruitment Agency in relation to this vacancy, and in accordance with GDPR by applying you are granting us consent to process your data, and contact you in relation to this application and the services we offer.

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