

## Finance Administrator

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Company: Marks Sattin

Location: Newbury

Category: other-general

Finance Administrator - Newbury (onsite) - £40,000 to £45,000 We are pleased to be working with an owner managed business established over 30 years ago, as the company continues to grow the need to ensure the finance function is robust enough to deal with this growth continues! Promoting and delivering on a sustainable solution for recycling of old electrical goods, these guys have major contracts with local authorities, utility companies and businesses alike. You will be working directly with the MD supporting him with the day to day running of the finance operations within the business, you will also need to work as part of a team to manage development of customer cost estimates, PO and Invoicing among other things. Due to the nature of working closely with the MD and the Operations Managers, you will need to be able to work on site 5 days a week, a an overview this is very much a Jeans, Jumper and Hi-Vis environment. Day to day you can expect to be.... Liaising with the Accounts Receivable & Payable teams to process PO, invoices and support with query/issue resolution. Develop weekly, monthly, quarterly & annual internal financial reporting, reconciliation and related budget spend, P&L analysis for the Management Team. Produce cost estimates with a strong and detailed understanding of approved costings/margin templates & profit/loss models in Excel. Undertaking financial Data Analysis & Management - will involve working on internal Excel spreadsheets/templates and Excel, SAP & Sage Financial Accounting modules. Ideally you will have.... Demonstrable experience in an accounting based role, finance operations or a finance business partner/analyst role. Must have great Excel skills. SAP & Sage knowledge would be a real plus, however knowledge of other accounting platforms is acceptable. We will be reviewing CVs throughout the process so

please apply as soon as you are able to.nakita.kaur@markssattin.com

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