

Finance Operations Co-Ordinator

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Company: Blair West Limited

Location: Newcastle upon Tyne

Category: other-general

Blair West is supporting a growing, PE-backed SaaS business in the construction sector as they look to add a Finance Operations Co-Ordinator to their team following growth. Initially, in a temporary capacity, this role will go temp-to-perm depending on performance.

The business is moving towards a shared service centre model, so this role will serve as a resource for transactional finance, focusing on purchase ledger, sales order processing, and supporting the wider finance operations team with tasks as required.

The opportunity:

- * Processing sales orders promptly and accurately in line with internal processes.
- * Review and reconcile contracts due for promotion on a daily basis, alongside managing the monthly process.
- * Provide support to sales and customer service queries, ensuring resolution promptly.
- * Oversee and manage individual accounts.
- * Maintain accurate and timely accounting records using various systems to maintain relevant records to comply with regulatory bodies.

- * Reconcile any discrepancies identified by conversing with internal and external clients.
- * Provide more comprehensive support to the finance operations team, including credit control, cashbook, and accounts payable.
- * Assist in the maintenance and development of internal financial controls.
- * Assist the Head of Finance Operations in developing financial procedures and continuous improvement.
- * Other ad-hoc duties as required.

You'll be the ideal candidate for this position if you:

- * Are AAT studying or appropriately qualified by experience.
- * Are experienced with MS Office, particularly Excel.
- * Have a strong level of flexibility and ability to manage own workload.
- * Have great organisational skills and attention to detail.

The benefits included with this opportunity:

- * 25 days of annual leave + bank holidays, a sell/buy scheme, and a birthday day off.
- * Group Pension Scheme.
- * Group Life Assurance.
- * Private Medical Insurance.

* L&D programme.

* Employee Assistance programme.

Our commitment:

Blair West is an equal-opportunity employer. We embrace diversity and inclusion at every stage of the recruitment process. We are committed to fairness, equality, and ongoing diversity training for our team to give our candidates and clients a feeling of belonging during their experience with us. If you require reasonable adjustments at any stage during their experience with us, please speak to their consultant.

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