

# United Kingdom Jobs Expertini®

## Office and Finance Administrator

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Company: C C Consortium Management Limited

Location: London

Category: other-general

Responsibilities: Maintain accurate and up-to-date financial records by recording all transactions, receipts and payments Responsible for staff petty cash management and reimbursement, including liaising with procurement team to ensure purchase order, delivery note and receipts match Design operational and internal control procedures for the business unit Closely monitor the implementation, identify any inefficiencies and provide solutions for continuous improvement Responsible for inventory control, stock-taking and variance analysis Provide general administrative support to senior management and the company Handle ad hoc assignments as required Requirements: Degree holder in Business, Accounting, Finance or related discipline; Experience of working in hospitality, food & beverage or real estate industry would be an advantage Pro-active, detail-oriented, organised and self-motivated Ability to manage confidential information with discretion and diplomacy; Competent in Microsoft Excel Good command of both written and spoken English. Ability to read and speak Chinese is preferred Comfortable with different time zone working environment and willing to travel abroad when needed Be able to work under pressure with tight timeline or multi-task when needed Must be eligible to work in UK Please submit your CV online and include your current basic salary & expected salary, also remark the type and status of your visa in your CV if you need work permit in UK.

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