

Job Description

Role	<p>Finance & Office Administrator - Catesby Estates</p> <p>The purpose of the role is to provide finance assistance to the Head of Finance including purchase ledger maintenance, Procurement task and other financial processing. The role will also involve elements of corporate hospitality and administration support to the office including the general upkeep of the premises, answering, and forwarding phone calls, postage, greeting visitors and setting up meeting facilities.</p> <p>The role is based at the Rugby (Houlton) Office.</p>
Hours	8.30am – 5.00pm
Type	<p>Maternity Cover – January 3rd 2023 to 31st October 2023</p> <p>Handover Training will be given in January and February before the staff member goes on maternity leave at the start of March.</p>
Reporting to	Toby Railton – Head of Finance, Catesby

Role Responsibilities

- Assist the Finance function with data inputting and perform routine calculations to produce reports and analysis;
- Maintain the purchase ledger including purchase order processing, purchase invoice processing, new supplier set up and reconciliations; the ideal candidate will need to have experience in the procurement process. They will also be required to put together appointment packs for consultants.
- The management and overseeing of the purchase daybook and consultant appointment reconciliations.
- Assist in creating financial reports on a regular basis;
- Pulling together evidence packs for site sales and aiding with the sale.
- Compiling payment runs for the Head of Finance and allocating, once paid, on both the daybook and Sage 50.
- Oversea administrative tasks such as emailing, letter writing, filing etc. Keeping staff logs up to date such as car records and holiday calendar etc.
- Supplier credit checks, including the upkeep of the supplier credit check logs and dealing with new supplier form set ups.
- Sort and distribute post and arrange all outgoing post;
- Organise the set-up and maintenance of the meeting rooms; including diary management for the teams and liaising with Group staff for combined meetings. Organising lunches to be delivered in for meetings if required.
- Corporate hospitality, including organising events from start to finish including controlling costs for events.
- Answer, screen and forward phone calls;

- Meeting and greeting of visitors to the facility ensuring they are welcomed warmly and offered help immediately;
- Engage in public relations and marketing initiatives as required to include attendance at client entertainment events;

Role Requirements

- Relevant experience acquired within a purchase ledger and/or finance assistant;
- Sound working knowledge of basic computer packages (windows – outlook, word, excel);
- A good knowledge of Sage Accounts is preferable but not essential.
- Strong communication skills and a real team player;
- Able to work flexibly, identifying needs and responding appropriately.