

Invoicing and Data Entry Administrator

Salary: Negotiable (depending on experience)

Hours: 37.5 per week

Cut-off date: Friday 23 February 2018

Start date: As soon as possible

This is an exciting opportunity to join a small established finance team within a warm and friendly office. We are looking for an enthusiastic all-rounder who would like to become a valued member of the team.

Your day to day duties will include, but are not limited to:

- Checking third party invoices
- Month-end invoicing
- Ensuring an audit trail for all aspects of work
- Answering the telephone
- Entering data including Excel and Purchase ledger
- Ensuring records and accounts are up to date
- Supporting the general administration of the office

The ideal candidate will:

- Ideally have basic experience using Sage (not essential as training can be given)
- Have excellent written and oral communication skills
- Possess good organisational skills
- Understand the need for confidentiality
- Be polite and pleasant with an efficient telephone manner
- Have a flexible attitude towards day to day tasks
- Have the ability to work under pressure
- Be an effective team player
- Have a working knowledge of Excel, Word and Outlook
- Have a minimum grade C in English and Maths GCSE (or equivalent)

**Please forward your completed application form through to:
mandy@alpha-logic.com**