



Office Administrator

Runcorn

DUTIES & RESPONSIBILITIES:

Local lead on financial topics:

- Purchase order creation
- Ensure clear cost controlling measures are maintained
- Invoices recording
- Petty cash and credit card management
- Ensure correct clock cards information is passed to outsourced payroll company
- Expenses administration
- Local banking and payments
- Financial processes adherence eg. Stock checks, receipts not invoiced are recorded
- Bookkeeping

Organisation of effective office functions:

- Dealing with visitors
- Acting as first point of contact by phone
- Managing staff holidays/absences
- Various administration tasks

Business support:

- Assistance to the General Manager and wider team on finance and administration topics
- Liaising with Head Office Accounts
- Simple cash and cost forecasting
- Ensuring staff adhere to policies and standards
- Working with Purchasing to make sure supply chain processes and financial bookings are aligned

PERSON SPECIFICATION:

- Financially adept and numerically competent
- Organised and structured approach
- Good teamworker
- Good communication skills
- Able to work to deadlines
- Good time management
- Computer literate (Excel and Sage highly desirable)

Closing Date: 25th October 2019

Interested?

Please send your CV to Adele Taylor Tel: 01989 762689

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