**Job Description – Operations Finance Administrator**

**Reporting to: Finance Manager**

**Role Responsibilities –** Include, but are not limited to:

* Ownership of the Finance Workflow Report (WIP)
	+ Chasing venues for final invoices
	+ Checking / updating commission claims
	+ Completing the reconciliation process for operations bookings
	+ Checking POs received and for correct final values
* Working with Finance team
* Providing internal financial reports
* Managing relationships (internal and external)
* Calculating and checking all bookings, to ensure finance records are correct
* Adhering to strict SLAs

**Required Competencies**

* Accountability – Being accountable for one’s own actions; taking ownership of work
* Attention to detail – The ability to process detailed information effectively and consistently
* Cooperation – The ability to work effectively with others in the Team and other Departments.
* Planning and Organising – The ability to determine goals and prioritise workload to meet deadlines.
* Communication – The ability to communicate effectively with internal and external stakeholders face to face, via email and telephone.
* Integrity – Adhering to standards and Company values.
* Adaptability – The ability to remain fully functional by adapting to changing circumstances (environment, procedures, people)
* Initiative – The ability to recognise and create opportunities and to act accordingly, rather starting something than waiting passively for it to happen
* Verbal and Written expression – the ability to communicate clearly in verbal or written language

**Key Skills**

* Strong Administration abilities
* Good understating of a finance role – AAT qualification helpful but not mandatory
* Excellent communicator
* Excellent attention to detail
* Good Excel skills
* Good multi-tasking skills
* Organised
* Focused
* Hard working
* Team player
* Credit control experience/skills beneficial but not mandatory

**OUR COMPANY VALUES**: Elegant, Together, Innovative, Real, Focused

**Work Hours and Benefits**

* Monday – Friday, 9.00 am – 5.30 pm, based in Swindon office
* 25 days of holiday
* Company laptop
* Long Service recognition scheme
* Monthly and annual employee recognition
* Flexible holiday scheme
* Death in service life insurance
* Access to travel industry hotel rates