

Finance Administrator

In the UK, **Japanese Knotweed Ltd** deliver knotweed remedial and management services to clients in all sectors at over 3,000 locations. With a multi-million pound annual turnover, we provide everything from survey, treatment, excavation and guarantee, enabling our clients to mitigate the problems knotweed causes to their business and properties. We have been at the forefront of the knotweed industry for nearly a decade. We pride ourselves on offering the best service in the industry, and rely on expertise and teamwork to achieve this. **Join our team!**

We are currently looking for an experienced **Finance Administrator**, to be based in our Romsey offices and support our Finance Manager with day to day financial activity of the business.

Main responsibilities of the role

- Credit control and statements to maintain our 30 day payment requirements, escalating non-payment where required
- Inputting purchase ledger invoices and raising sales invoices on Sage
- Recording income and payments on Sage
- Reconcile supplier statements
- Liaising with our clients via email and telephone, answering queries and taking card payments
- Working with our Contracts and Excavations Teams to resolve client queries
- Upload and download invoices from client and supplier portals where necessary
- Maintain employee expenses and petty cash records
- Supplier account application forms
- Keeping client records maintained using Sage, Asana (our cloud based workflow system), and Microsoft Office programs
- Deputising for the Finance Manager as required
- General office administration tasks

Skills required

- Proficiency in Sage 50 is essential
- Previous experience of working in a similar role is also essential, and preferably within a small business
- Excellent Microsoft Office package skills, particularly in Excel
- Confident and articulate phone manner
- Excellent organisation skills
- You will be numerically astute, and possess the ability to check and question the integrity of information where applicable

Hours

This is a full time role, working an average of 40 hours per week; the working days will be Monday through to Friday with working hours that change with the seasons, as below:

Summer - May to October - 8:00am to 5:00pm

Winter - November to April - 8.30am to 4.30pm

Holidays

You will receive 23 days holiday entitlement, excluding bank holidays.

To apply for this position, please send your CV and covering letter to HR@Knotweed.co.uk.

**The closing date for applications is Thursday 7 December 2017,
and interviews will be held on Friday 15 December.**



Japanese Knotweed Ltd – email: info@knotweed.co.uk

London: 0203 463 2349 – Manchester: 0161 393 6029 – Cardiff: 029 2002 5739 - Swansea 01792 343 039

Southampton: 01794 330 196 – Lincoln: 01522 305 616 – Glasgow: 0141 375 7119 – Brighton 01903 252 084