

Finance & Administration Assistant

Location: Commotion Ltd, Commotion House, Morley Road, Tonbridge, Kent TN9 1RA
Department: Finance and Administration
Report to: Chief Financial Officer
Salary: Dependent on experience
Hours: To be discussed. Minimum 20 hours per week
Benefits: 20 days annual leave plus bank holidays pro rata; Workplace Pension Scheme; Group Life Assurance Scheme; Long Term Illness Income Protection Scheme

Primary Duties & Responsibilities:

- Answering telephone calls
- Answering Front Door enquiries and greeting visitors
- Managing incoming and outgoing post
- Handling scanning & shredding as required
- Electronic filing (Filestream) and paper filing in Finance Dept
- Set up new Customer Accounts in ERP system
- Stationery ordering and replenishment of office supplies, i.e. visiting wholesalers to buy tea, coffee, toilet rolls etc.
- Ordering online – Amazon, Viking supplies – office furniture, warehouse labels, other requirements
- Assist with Mail Outs, purchasing envelopes, printing labels.
- Assist in collating and capturing company credit cards data & receipts
- Assist in capturing supplier invoices onto the system (data entry)
- Administration and ordering of First Aid supplies – keeping First Aid boxes stocked and compliant
- To perform general Office duties, as required

Other Duties & Responsibilities:

Provide cover and assistance for colleagues in aspects of the financial and administrative functions of the company, to include:

- Undertake any duties that are reasonable and within your ability as requested by the management
- Carry out any further duties necessary to increase the efficiency and effectiveness of the Company
- Report key issues to line manager as appropriate

Preferred Skills / Experience Required:

The successful candidate will be:

- Conscientious with the ability to prioritise workload, and apply practical methods and common sense
- Highly motivated with superb attention to detail and exemplary accuracy
- Possessing excellent numeracy skills
- An efficient communicator, confident, diligent, able to retain information
- Highly organised and capable of managing a varied workload
- Calm, level-headed and able to stay composed whilst faced with multiple tasks or complicated situations
- A confident and experienced user of Microsoft Office including Excel, Outlook, & Word