

	Job Description	
	Role	Finance Administrator
	Division	Finance
	Reporting line	Financial Controller

AFM is recognised as a market leader in the field of Facilities Management. Our mission is to foster long-term strategic partnerships with our clients and suppliers through the delivery of high quality services.

Purpose of Role

The Finance team play an important role in the successful performance of AFM. As the main point of contact for financial related matters for our clients, suppliers and colleagues, the team are required to have good interpersonal skills, with a high level of professionalism and customer care. Internally, they also provide financial support and advice to all areas of the Company.

The Finance Administrator will be a confident, personable and approachable individual and will help with the day to day activity of the finance and central team. They will ensure a quality service is delivered across a range of tasks and that they are performed in a proficient and efficient manner.

The Role and Responsibilities (not limited to) are as follows:

Divisional Responsibility;

- Process weekly payroll and enter details of starters, leavers and any amendments on to the payroll system
- Communication with internal and external clients (phone/email)
- Assist with managing debtors
- Work with Divisional Managers to ensure that supplier & subcontractor invoices are authorised and sent to the Guernsey office for processing
- Provide general support to the day to day running of the Central and Finance Teams as required
- Administer petty cash, ensuring that the correct forms are completed and authorised for payment, receipts and monies are refunded and that all cash and financial information are securely stored and recorded
- Process Job Cost and Sales transfers
- Pay Staff expenses, Proforma invoices and make any necessary sundry payments
- Other ad_hoc finance related tasks
- Monitoring incoming finance team emails and action them accordingly
- Entering cash receipts
- Provide back up support to other Finance Team members (i.e. holiday/sickness cover)

Provide support to the business in the following forms;

- Provide Finance support to the Facilities Management and Project Divisions:
- Provide general administrative support to the Central team
- Interact with Guernsey counterparts to share skillsets and ensure pan island best practice
- Engage and support internal and external auditing and reporting processes
- You may be required from time to time to undertake other tasks that fit your skill to provide cover for other team members.

General requirements for the role;

- Must be computer literate and competent in the use of word, excel, Outlook
- Understanding of basic book-keeping beneficial but not essential
- Be mindful of quality standards throughout AFM and comply with current legislation
- Adhering to Health and Safety and Company Policies at all times
- Occasional interisland travel for work activities, support and cross training
- Adhere to the company dress code

Key attributes will be;

- Proactive approach to conducting works and problem solving
- Ability to deal with company, client and personal matters with the strictest of confidence
- Client focused
- Ability to prioritise workload and to follow processes and procedures
- Organised and able to work under pressure at times
- Strong communication skills (both with AFM clients and AFM staff)
- Ability to work both individually and as part of a team
- Professional approach

Key activity of the division;

- Sales Ledger/Invoicing
- Purchase Ledger
- Payroll
- Management and Financial accounts
- Debt collection
- Cashbook

Personal Development/Training relating to the role may include;

- Professional/skills training; for example: CAT/ACCA or equivalents
- In-House Training; for example: IT systems (Evolution/Summit), ISO9001, internal processes