

<https://giaconsultancy.co.uk/job/finance-desk-administrator-jw151/>

Finance Desk Administrator (JW151)

Description

My legal client is seeking an efficient and organised Administrator to join their busy Financial Service Desk.

If you have experience in a professional office environment and aspire to work in finance or accounts then this could be the career move for you!

Responsibilities

Working as part of the Finance Team, the role involves:

- Managing incoming financial requests and allocating to the most relevant colleague.
- Uploading invoices to external client portals
- Undertaking and resolving requests such as bill updates, time allocation and transfer between files, opening and closing finance files and issuing copy invoices.
- Liaising with non-finance based business support colleagues to ensure accuracy in all finance matters.

Qualifications

The successful candidate will have previous administration experience, ideally gained in a professional services environment. Previous experience in a Finance environment would be a distinct advantage.

In addition, the successful applicant will have confident communication skills, in both written and verbal communication. A keen eye for detail is also needed along with good IT skills and a professional approach and can-do attitude.

Job Benefits

In return, my client offers a competitive basic plus range of benefits along with ongoing career development and progression opportunities.

Contacts

Apply today for immediate consideration.

Hiring organization

Gia Consultancy

Employment Type

Full-time, Permanent

Beginning of employment

ASAP

Duration of employment

Permanent

Industry

Finance

Job Location

Manchester

Working Hours

Full time, office based

Base Salary

£ 20000 - £ 20000

Date posted

January 18, 2023

Valid through

18.02.2023