



Job Title: Finance and Procurement Assistant

Applications to: Teresa Heaven, HR Manager: theaven@kfpit.com / +44 (0) 1235 539101

Package/Salary: c£18k - £20k per year, dependent on experience

A vacancy has arisen within our head office in Abingdon for a Finance and Procurement Assistant to join our small and busy Finance team assisting with day to day finance, procurement, administration and operational functions.

Previous experience in a similar role is essential

Job Purpose:

Provide Finance and admin support and act a first point of contact for customers, & suppliers ensuring they receive a first-class service whilst ensuring all deadlines are met. Assisting the finance manager in managing, processing and troubleshooting various accounts and transactions.

Duties and Responsibilities:

- Work closely with the Finance Manager to ensure smooth operation of all finance matters.
- Support the Finance Manager by inputting into sales and purchase ledgers from source documents.
- Matching invoices to statements and purchase orders to invoices.
- To ensure all book-keeping functions are accurately entered onto QuickBooks, to include but not limited to:
 - Purchase and Sales ledger, bank reconciliation (this includes multi – currencies), training will be provided.
- Check and reconcile company credit cards, overtime and expenses and allocate against the correct cost codes.
- Check and reconcile sub-contractor invoices and check billing.
- Check and reconcile logistics invoices.
- To ensure debtors days are kept to a minimum through effective credit control methods.
- As part of the procurement team, you will be responsible for day to day procurement which includes:
 - Place onward orders with suppliers and monitor progress, ensuring timely fulfilment.
 - Ensuring all goods are booked in, liaising with the warehouse.
- Provide cover for departmental colleagues and administrators as required.
- Any other duties that may be required from time to time for the smooth running of the business.

The above is not an exhaustive list of duties and you will be expected to perform different tasks as necessary by your changing role within the organisation and the overall business objectives of the organisation.

Experience, Knowledge and Skills Required:

Essential:

- Experience of working within a finance department.
- Basic understanding of accounting processes and procedures.
- Excellent numeracy and literacy ability, good financial understanding and ability to reconcile numbers.
- Knowledge of a broad range of IT packages including a good proficiency in Microsoft Excel, Word and PowerPoint.
- Excellent interpersonal and communication (both written and verbal) skills.
- Excellent administrative and customer service skills.
- Effective problem-solving skills

Desirable:

- IT literacy at a high proficiency level.
- Ability to make decisions in other team members absence.
- Working knowledge of QuickBooks is highly desirable.

Personal Qualities:

- Articulate and able to communicate professionally with colleagues at all levels, both internally and externally.
- Ability to work as part of a team and support colleagues.
- Ability to cope with a demanding workload.
- Prepared to take and implement decisions and accept responsibility for own actions.
- Self-motivated showing discretion to maintain confidentiality.
- Personable, positive and resilient.
- Strong work ethic.