

JOB DESCRIPTION

Job Title: Accounts and Operations Administrator
Reports to: Finance Officer
Job Ref: HRJ 074
Location: Tower Quays, Birkenhead.
Dept: Support Services

JOB SUMMARY

This is a varied administration role combining finance, purchasing, inventory and dispatch support.

You will work closely with our Finance Officer while also supporting colleagues across operations and stores. This position offers exposure to several areas of the business rather than a narrow administrative role. It is ideal for someone who enjoys being involved in different activities, solving day-to-day problems and learning how finance, purchasing, stores and dispatch work together to support a successful operation.

We're looking for someone who is organised, reliable and comfortable managing a range of tasks while maintaining a high level of accuracy.

MAIN DUTIES

Finance Administration

- Process supplier purchase invoices.
- Match and code invoices accurately.
- Process staff expenses and company credit card receipts.
- Maintain accurate financial records.
- Prepare information to support account reconciliations.
- Chase missing invoices, receipts and supporting documentation.

Purchasing, Stores & Dispatch

- Assist with purchase order processing.
- Maintain accurate purchasing and stock records.
- Process sales orders and support fulfilment activities.
- Coordinate deliveries, couriers and shipping arrangements.
- Support the day-to-day administration of the stores function.
- Help ensure inventory records remain accurate and up to date.

Systems & General Administration

- Maintain accurate information across finance and operational systems.
- Keep digital records organised and up to date.
- Liaise with colleagues, customers and suppliers to obtain information when required.
- Support improvements to administrative processes and procedures.
- Provide general administrative support across the business.

SKILLS, EXPERIENCE AND QUALIFICATIONS

Essential

- Previous experience in an administrative, purchase ledger, stock control or similar support role.
- Strong organisational skills with excellent attention to detail.
- Comfortable working with systems, data and business software.
- Ability to manage multiple priorities and switch between tasks.
- Good communication skills and a professional approach when dealing with colleagues, suppliers and customers.
- A proactive attitude and willingness to support different parts of the business.

Desirable

- Experience using purchasing, stock control or finance systems.
- Experience with Sage 200.
- AAT qualification or an interest in developing finance knowledge and skills.