

Job Title: Finance Administrator

Reporting to: Anita Matuszewska

About Us:

Marches Biogas is based in Ludlow Shropshire. We are the UK's leading provider of anaerobic digestion solutions for agriculture and waste management industries with more than 30 years AD experience. We also offer AD consultancy services including DSEAR assessments, site surveys, process and equipment selection reviews, design and implementation of plant upgrades as well as delivering major AD plant upgrades for our clients, including direct work with the water utilities. We also deliver mechanical, biological and operational support for many AD plants within the UK.

Main Contacts (Internal):

Anita Matuszewska

Lindsay Taylor

Main Purpose of the job:

The main purpose to the job of Finance Administrator is that of assisting Head of Finance Administrator. This includes but is not limited working with Sage accounts system and working with the main duties of purchase ledger.

Specific roles to include:

There are specific roles within the Finance Administrator position listed below:

- Timesheet processing, input and upload to Sage.
- Purchase ledger responsibilities:
 - Management of purchase order on Sage.
 - Purchase invoice sign off and input.
 - Statement reconciliation.
- Employee holiday allocation.
- New supplier set up.

Key Areas of Responsibility

The key area of responsibility is keeping the purchase ledger up to date and management of timesheet data entry, together with supporting the Senior Finance Assistant in other finance administrative tasks.

Skills and Experience

Accounts package experience, such as Sage, competency in Excel, attention to detail, good time management and organisational skills, mathematically capable, ability to work towards deadlines, with excellent communication and ability to work within a team.