

Job Description

Job title	Finance Administrator	Date: Nov 23
Reports to (title)	Assistant Finance Manager	
Contract/Department	Ops Management - Thames Water	Revision 1
Location	Reading, Berkshire	

Job purpose

Describe the overall purpose of the job in two or three sentences.

- To assist with effective financial management and support of the finance function.
- Collate all required information needed for finance reporting and invoicing.
- Validate and check all finances with the suppliers, engineers and internal EUK teams.

Duties/responsibilities/accountabilities/deliverables

List the main aspects of the job, with an emphasis on duties and responsibilities for junior roles, and accountabilities and deliverables for more senior roles.

General

- To carry out AP functions within the contract to ensure accurate and speedy payment of supplier invoices.
- Raising and amending purchase orders to enable invoices to be processed
- Liaising with operational contacts regarding goods receipting
- Review and approve weekly timesheets
- Attend meetings with the internal finance team to agree tasks for invoicing
- Work alongside the Assistant Finance Manager to ensure all data is captured in a timely and accurate manner ahead of invoicing, reporting and client meetings
- Support the Assistant Finance Manager to collate data for customer reports
- Any other duties as requested.

Resource responsibilities

Indicate the typical number of direct reports, financial responsibility, control over subcontractors and any responsibility for assets, systems or outsourced services.

- Deputise for the Assistant Finance Manager
- No Direct reports

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Person specification

Describe the knowledge, skills, qualifications, personality, and experience required for the job.

- Suitable experience within a finance related background preferable
- Experience within a similar role or transferable skills from related role.
- Competent knowledge and experience using Excel and other Microsoft products
- Being comfortable to learn in house finance and CAFM systems
- A patient and "customer first" manner essential for this role, and being prepared to go the extra mile to complete the task on time, and to high standard
- A proactive and "can do" approach is key to the successful outcome for this role
- Any other reasonable requests from your manager

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Other factors relevant to the job

Enter any additional information which the job holder would need to know, for example: requirement for UK-wide travel, shift patterns, night working, call outs etc.

- This role is 40 hours a week based in Reading, Berkshire
- Some travel to various client sites may be required

Line Manager <i>Signature</i>	
Print Name	
Date	

Job Holder <i>Signature</i>	
Print Name	
Date	

FOR HR USE ONLY:					
Job Grade	C	EMCOR Competency Level	Business Services	Training Profile UTC	