

Finance Administrator (REF: FIN0122)



Closes: 21st January 2022

About the company

Beyond Business Travel is changing the world of business travel. We are a dynamic, innovative, and fast-growing travel management company based in Belfast & Dublin. We have big growth plans which means that we need to strengthen our accounts team with a new member.

Summary of Role

This role will support the current accounts team and is an excellent opportunity for someone looking to develop a career within business. The role will provide training and mentoring to ensure advancement and growth for the individual within the team. If you want a role to learn about business, about accounts and learn about digital and automation in an accounts team, this job is for you.

Responsibilities

- Dealing with client and supplier correspondence
- Maintaining Purchase Orders
- Invoicing clients
- Posting overhead invoices and receipts
- Credit card reconciliations and reconciliations for non-travel suppliers
- Carry out credit checks on new clients
- Bank reconciliation
- Assist line manager with any other duties

Experience

- Good numeracy and literacy skills
- Computer literate with proficient experience in Microsoft Office applications, including excel to a good standard
- Experience working in an office/ accounts team
- Desirable experience using xero or a similar accounts package

A person must have

- High attention to detail
- Proactive and keen to learn
- Methodical and thorough approach to work
- A great team player
- Customer service focus

To apply to join our team please send your CV to HR@beyondbusinesstravel.com, all applications will be treated with the strictest of confidence.