

# Finance Administrator (REF: FIN0122)



**Closes:** November 2022

## About the company

Beyond Business Travel is 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

The role will be working will be supporting the Company Accountant in ensuring the smooth day to day running of the finance function. Specifically taking the lead on the AP and AR functions, bank and general reconciliations. The role will also include helping to drive forward the automation and process improvements where necessary.

The successful candidate will need to have a background in finance and experience working in a fast paced, high volume transactional environment. The candidate will also need to have strong working knowledge of Microsoft packages, including excel skills along with the ability to pick up new systems quickly.

## Responsibilities

- Credit card reconciliations and reconciliations for travel suppliers
- Dealing with client and supplier correspondence
- Posting overhead invoices and receipts
- Following up customer payments and chasing remittances
- Maintaining Purchase Orders
- Invoicing clients
- Carry out credit checks on new clients
- Bank reconciliations
- Prep supplier payment runs
- Assist line manager with any other ad hoc duties

## Experience

- Experience working in a finance department
- Computer literate with proficient experience in Microsoft Office applications, including excel to a high standard
- 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](mailto:HR@beyondbusinesstravel.com), all applications will be treated with the strictest of confidence.