



Finance Co-ordinator Maternity Cover

Office-based role in Crouch End, London, N8 (except during restrictions)

Up to 20 hours per week, spread over up to 5 days by agreement

Minimum of 12 months, reporting to the MD

Techrelate provides IT Services with our distinctive Customer Service levels to business owners across London and Europe.

Techrelate is an equal opportunities employer.

Key Responsibilities:

- Distribute monthly Support and Managed Services Invoices to all Techrelate and Techtel clients
- Arrange approved payments to suppliers
- Issue quotes according to agreed margins
- Support the team with admin needed to complete sales
- Maintain and encourage great working relationships with our suppliers
- Work through and answer invoice queries from clients; alert the MD to any overdue invoices
- Work closely with CEO and MD to deliver spot on communications with our clients, our suppliers and service providers
- Meet all deadlines with our accountants to ensure all HMRC and PAYE/NI contributions are made on time
- Daily monitoring of Accounts Mailbox
- Help to collate and store data that's needed for our ongoing auditing of business processes, in accordance with ISO 27001 and 9001 accreditations
- Share ideas and best practice with colleagues and peers

Skills:

You are experienced processing month end invoices, confident in your communications, when working with numbers and enthusiastic to deliver exceptional service to clients and colleagues. The skills we require are:

- Experience reconciling incoming / outgoing payments through Xero accounting platform
- Efficient with Microsoft Excel and MS Office Suite
- The best Customer Service experience with high attention to detail
- Produce accurate, best quality work in a progressive, fast-paced team
- Have a confident phone manner and excellent communication skills
- Use good grammar, spelling and be comfortable using the phonetic alphabet
- Work well as a team member as well as on your own initiative
- Enjoy using and showing high levels of organisation and an ability to multi-task
- Be interested in or have an aptitude for today's technology
- Enjoy the demands that come with working in a client facing environment to defined KPI's
- Previous experience in Technology or Utilities Industries preferred



Salary based on experience, London Living Wage minimum

Scope for Role Development:

We don't believe in standing still and are always learning and striving to make our service even better. We encourage our teams to use opportunities provided for personal and professional development. The pathways for growth in the future of this role, include the following areas:

- Finance / Helpdesk / Office Management
- Social Media / Marketing
- Sales / Account Management

We are all about using Technology to inform, to communicate and to make the business of doing business - accessible, reliable and secure.

The closing date for this application is 09:00am, Monday 24th May. Interviews will take place over the following week

Join our team

To apply, please email your CV with a brief cover note to: WorkWithUs@techrelate.co.uk