

## Expenses and Invoices Administrator

A vacancy has arisen within our Finance Department.

Reporting to the Banking and Treasury Manager, this position is primarily responsible for the payment of all invoices and settlement of expenses and company credit cards.

The main duties are:-

- Handling all company credit card payments and staff expenses
- Processing invoices through payment systems and producing a weekly BACS run to pay company invoices straight to suppliers
- Dealing with any invoice queries either through suppliers direct or liaison with internal colleagues
- Handling regional offices monthly invoices and petty cash
- Reconciliation of multi-currency petty cash and provision of petty cash for business trips

The successful candidate will have:-

- Good level of numerical skills
- Previous knowledge of payment processing is essential. Ideally 2+ years' experience
- Ability to establish good working relationships with internal colleagues and external suppliers
- A good working knowledge of Word & Excel
- The ability to organise their own work, work under pressure and to deadlines
- The ability to ensure that items are cleared accurately and timely
- Must be able to work on your own initiative as well as part of a team.

If you would like to apply for this position, please send your CV, together with a covering letter including your current remuneration details to [karen.wilson@rl360.com](mailto:karen.wilson@rl360.com)

Closing date for applications is 3 August 2018.