

Account's Administrator – Finance Department

Salary: Highly Competitive + Bonus **Contract:** Full time, Permanent **Location:** Northampton

Hours: 37hrs Mon-Friday

We are looking to recruit an experienced and dedicated administrator, to take responsibility for collating and monitoring the Finance departments KPI's, processing customer reports and completing regular payment runs sitting within a small friendly team.

If you have proven experience in a fast-paced administrator role, enjoy working as part of a team and want to accelerate your career within a challenging but rewarding environment, we want to hear from you!

We are the UK's leading energy sales solutions company, providing intermediary, business and technology services to B2B energy brokers. Our staff and innovation have enabled us to successfully establish and grow our business. Come and join us in our vibrant new offices and help shape our Operations channel as we enter this exciting phase and celebrate our 20th year.

Key Details

- Customer and Partner support to include forecasting, dealing with enquiries and calculating payments
- Supplier reporting and following up overdue payments
- Management of databases, processing and calculating receipts/payments
- Collate and share KPI information to measure Finance performance
- Build and maintain strong working relationships both internally and externally
- Support the wider Finance team as required

Key Requirements

- Must have at least 2 year's experience in a fast-paced busy office environment
- The ability to work effectively within a team and independently
- Good working knowledge of Excel (vlookups and pivot tables an advantage)
- Working knowledge of Sage accounts or similar and Access highly desirable
- Excellent attention to detail and high levels of accuracy crucial
- Previous experience in a Utilities background (an advantage but not essential)

Key Benefits

- Competitive salary + annual bonus
- Career development and on-going training
- 25 days holiday + bank holidays
- Company Pension / Company Car Scheme / Cycle to Work Scheme / Employee Reward Schemes / Team Incentive Days / Free Parking

Please apply including a copy of your CV and a covering letter.