

# Job Specification



Title	<b>Finance Admin Assistant</b>
Reporting To	Financial Analyst
Overall Description	<p>The role will be to assist all of the finance team and contracts administrator with the day to day running of the function.</p> <p>Duties will include monitoring or accounts payable and fleet mail boxes, printing and loading invoices to the finance system, filing documents.</p> <p>Assisting where required with the fleet and company expenses.</p> <p>Ad-hoc project costing work.</p> <p>Any other tasks required within the finance department.</p>
Personal Spec	<p>The successful candidate should have the following characteristics:</p> <ul style="list-style-type: none"> <li>• Strong written and telephone manner, particularly when under pressure from customers, and able to resolve disputes in an amicable way</li> <li>• Well organized</li> <li>• Conscientious</li> <li>• Accurate with an eye for detail</li> <li>• Good General IT Skills with good working knowledge of Outlook, Excel and Word</li> <li>• Willing to be flexible and work with changing policies and processes</li> </ul>
Health & Safety Statement	<p>Under the health &amp; Safety at work Act, each individual has a legal responsibility for their own welfare and for the health and safety of others. Any queries you may have relating to health &amp; safety matters should be raised in the first instance with your supervisor, your manager or a member of Human Resources Department.</p>
Equal Opportunities Statement	<p>Metric is an Equal Opportunities Employer and will promote regardless of sex, sexual orientation, marital status, disability, religion, beliefs, colour, race, nationality, gender reassignment, ethnic or national origin.</p> <p>Our aim is to ensure that no job application or employee received less favourable treatment or is disadvantaged by employment conditions or requirements which cannot be shown to be justifiable.</p>

Employee Signature .....

Date .....