Job title: Finance Administrator

Department: Finance

Reporting to: Finance Manager

Location: Jersey

The Role

Job Purpose

The Role

To undertake day to day accounting for the group including bookkeeping entries and control reconciliations amongst other tasks, in line with the defined business activities.

Key Result Areas

• Provide excellent levels of service in line with Crestbridge standards, procedures, and applicable accounting standards

• Maintain accurate financial records.

• Take responsibility for own personal development, in line with agreed annual performance objectives

• To always act in accordance with Crestbridge values

Primary Contacts

• Immediate Supervisor

• Finance team

• Internal departments

• External parties including banks

• Suppliers

Requirements  Essential

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| --- | --- |
| Qualifications | * GCSE’s in English and Mathematics * A Levels or equivalent * Bookkeeping qualification/experience * Relevant accounting qualification or studying towards a relevant qualification |
| Experience | * Proficient in Microsoft Excel * Experience with Microsoft Dynamics NAV a plus. |
| Skills and Abilities | * Bookkeeping * Mathematical accuracy * Accepts responsibility * Good time management * Ability to meet deadlines * Strong written and oral communication skills with an ability to communicate with all levels of staff * Ability to interpret information * Confidence to work alone or with colleagues and ask questions if needed. |
| Personal qualities | * Team player * Be detail orientated * Flexibility * Approachable * Appropriate office conduct and attitude to work |
| Motivation | * Commitment to timely and accurate financial reporting * Proactive and disciplined approach to work * Takes responsibility for self-development |

Key Responsibilities

Your role may include, but will not be limited to, the following tasks which we call ‘Defined Business Activities’. The

list of defined business activities is not exhaustive and may be amended from time to time:

The ‘Defined Business Activities” currently apply to the following jurisdictions:

* Jersey
* London
* Cayman

With the following jurisdictions expected to be included within the next 6 – 12 months:

* Ireland

Support the efficient processing of finances transactions and the maintenances of key finances controls and assisting with the daily and month end processes. Including:

* processing and recording of supplier Invoices
* processing and recording of supplier payments
* Balance sheet and other reconciliations
* Processing of cash movement transactions.
* Assisting the Financial Controller with month end tasks
* Collation of data for audit samples.