



Finance Team Assistant

Document Details

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Finance Team Assistant	Kaley Tighe	07/09/2021	RV1	Release

About ITM Communications Ltd

ITM is a leading independent provider of specialist ICT infrastructure solutions and services based in Milton Keynes, UK. We employ around 75 experienced personnel and serve blue-chip clients throughout the UK, and further afield. We offer capabilities in five key areas of IT Infrastructure and Services: Structured Cabling & Wireless; Data Centre Infrastructure; Converged Solutions; Offsite Build & Test and Site Services. We directly employ, and security clear our own personnel, who each receive regular training and are experts in their field. Our success has been built upon an ability to develop very close working relationships between our employees, clients, business partners, suppliers and other key stakeholders.

Position Details

Job Title	Reports to	Department	Security Level
Finance Team Assistant	Kaley Tighe	Finance	SC
Location	Hours		
Milton Keynes	09:00 to 17:30 – 37.5hrs per week		
Closing date for applications	17/09/2021		
Apply to	HR@itm.uk.com		

Job Purpose

The Finance Team Assistant will be responsible for supporting the Finance Team and conducting administrative duties. Working within the Finance Team, the Finance Team Assistant will be expected to undertake various duties, which will include (but are not limited to) maintaining spreadsheets and monthly schedules, helping with data entry and accounts administration. In addition to this, there will be a number of ad hoc duties and therefore this role will be suited to an individual who is self-motivated with natural interest in learning new skills and being organised.

As a List X company, we will request as a condition of employment that you gain in SC Clearance.

Other Accountabilities

Ownership of administration related duties, including (but not limited to) the following:

- SUB CONTRACTORS PURCHASE LEDGER
 - Receive & post all sub-contractor invoices
 - Obtain Sign offs & liaise with ITM Project Managers for approval
 - Check CIS compliance
 - Check jobs billed by ITM
 - Check POs when posting for correct NL coding
 - Maintain creditors spreadsheet
 - Filing Documentation



- BILLING PREPARATION SALES LEDGER
 - Job files check POs/Sign offs
 - Maintain billing spreadsheet
 - Check Finance system for correct billing details

- Ad Hoc DUTIES
 - Travel bookings
 - PL Statement reconciliations
 - Processing Employee Expenses
 - Credit Card Analysis
 - Fleet – Insurance Cover/Service Records

- General duties:
 - Answer incoming calls
 - Dealing with enquiries
 - General filing
 - Any other duty as requested

- Regular communication with customers, suppliers, team members and stakeholders. Managing expectations and building strong, professional relationships.

- Maintaining awareness of all outstanding tasks, issues and commitments ensuring that all elements are dealt with efficiently and in a timely manner.

- Assisting with implementing new processes and procedures, inputting ideas and solutions where possible.

Person Specification

Essential Behaviour and Skills/Competencies

The successful applicant will have the following experience and competencies

- Organised, detail orientated and reliable
- Enthusiastic
- Able to multitask and prioritise
- Flexible to take on additional tasks/responsibilities
- Microsoft Excel, Word and Outlook

Desirable Behaviour and Skills/Competencies

- Experience of using a Customer Relationship Management (CRM) systems
- Sage 200 Finance Software
- Experience of using Office 365 SharePoint/Yammer