

FINANCE OFFICE ADMINISTRATOR

JOB DESCRIPTION – FINANCE OFFICE ADMINISTRATOR

CROWD 'Creators of the outside world' is a young and innovative group of established companies that is involved in designing the public space. Our aim is to make a conscious contribution to the living environment of people with developing products through our group companies across Europe.

As one of the group companies based in the UK; Bailey Street Furniture Group, we are looking to expand our current UK operations, creating a number of wide and varied roles, across our three UK operational sites.

We are therefore seeking to recruit an experienced financial office administrator for our Adlington site in Cheshire.

The role is to support the current finance team, in a fast-paced and busy environment, where the ability to deal with multiple tasks during the day is essential. Reporting directly to the Finance Office Manager. The successful candidate should ideally be working in an existing finance admin role and be looking for their next challenge within a growing and exciting business operating in the construction sector.

Key tasks & skills include but are not limited to the following:

- Processing orders and providing general administration support to the team.
- General reception duties
- Assisting finance manager with daily administrative tasks
- Populating and maintaining multiple excel spreadsheets
- Excellent communication skills.
- Outstanding organisational skills.
- Good numerical attention to detail
- A good working knowledge of Microsoft Office, particularly Excel is essential.

Package

Competitive salary, company pension, 31 days holiday inc Bank Holidays, free parking

If you feel you have the relevant experience and abilities for this admin role then please apply with an up-to-date CV.