

Finance Administrator

LOCATION	RACS Group, RACS Group House, Three Horseshoes Walk, Warminster. BA12 9BT
DEPARTMENT	Marketing
HOURS	Full Time, Monday - Friday, 9am - 5pm
REPORTS TO	Marketing Manager
SALARY GRADE	Competitive Salary

OVERVIEW OF ROLE

A rapidly growing company based in Warminster is looking for a Finance Administrator to join RACS Marketing, a full service marketing agency. Working for RACS Marketing, the Finance Administrator will be responsible for the financial management and analysis of the department's profitability and provide administration support to the Marketing Director and Manager.

ESSENTIAL DUTIES

- Collation of the RACS Group & RACS Marketing (agency) expenditure and income, to focus on business profitability (working with the Finance team)
- Daily issue of invoices and statements, both internally (cross-charging) and externally to RACS Marketing clients
- Collation of quotes from third party suppliers and management of expenditure
- Analysis of client rebate costs versus invoice statements
- Regular completion of credit card statements and department expenses, including collation of receipts
- Provide administrative support and day-to-day assistance to the whole department, particularly the Marketing Director
- Assist in the organisation of RACS Group and RACS Marketing promotional campaigns to both agencies and contractors, including the distribution of promotional merchandise
- Monitor the promotional merchandise and brochure stock and ensure it is reordered to meet campaign deadlines

SKILLS REQUIRED

- Good aptitude for figures
- Excellent computer skills, particularly Microsoft Excel
- Excellent communication skills & team player
- Self-starter with a hunger to achieve and succeed
- Articulate, diligent and focused
- Professional, confident and pro-active
- Positive and enthusiastic

DESIRABLE SKILLS

- Operation of Sage Line 50 (accountancy package)

Head Office

RACS Group House, Three Horseshoes Walk
Warminster, Wiltshire. BA12 9BT

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