

Want to join the Sapphire team?

Apply today!



Role title	Internal Finance Administrator
Hours of work	Monday - Friday 9:00am - 5:30pm
Salary	Up to £22,000 + study support
The Person	<ul style="list-style-type: none"> • Be AAT qualified or ACCA part qualified or an accounting & finance graduate • Have a minimum B grade in GCSE Mathematics • Have detailed knowledge of the SAGE accounts system or a similar system • Have a very strong bias towards customer service • Be detail oriented with a pragmatic approach to problem solving • Confident, highly self-motivated and comfortable with challenging others and being challenged • Possess excellent communication skills • Gregarious, engaging and keen to learn • Able to work very well (and enjoy working) under pressure • Be ambitious and keen to embrace new challenges
Why Sapphire?	<ul style="list-style-type: none"> • Employee-owned company • Minimum 34 days holiday (rising with service) including birthday off • Monthly team get togethers • Company incentive targets • Annual incentive trips (previously Las Vegas, Barcelona, New York and more) • Brand New office with games room, bar and flexible working space • Fresh fruit daily • Employee Healthcare membership
Main Areas of Responsibility	
Vacancy description	This is a hands on role in a dynamic and fast growing business.

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Sapphire
CLEAR CUT THINKING



	<p>To coordinate and execute financial transactions and activities, such as bill payments and invoicing. Prepare reports and document covering accounting transactions for management review.</p> <p>Assist in the audit process by providing information and data as requested. Complete administrative tasks, such as monitoring transactions and liaising with the sales department. Establish budgets, forecasts and future cash flows.</p>
Principle Responsibilities	<p>To deliver a structured accounting service to customers including the following:</p> <ul style="list-style-type: none">• Assisting with the preparation of the weekly group Profit and Loss statement• Weekly bookkeeping from group companies using Sage 50 software including adjustments• Recording of company credit card transactions and associated receipt• Issuing customer invoices on an adhoc basis• Assisting in collating information for regular Direct Debit collections• Monitoring aged debt within the group and reporting to the necessary managers for action
Recruitment process	<p>There will be a 2 hour face to face interview process, preceded by a 15 minute telephone interview:</p> <ol style="list-style-type: none">1. Numeracy exercise (15 mins)2. Q&A (45 mins)3. A personality profiling questionnaire may be conducted on successful candidates at the end of the Q&A's4. Final interview with MD (15 mins)