



Finance Account Administrator

Location: Hinckley

Package: up to £20,000 dependent on experience

Job Purpose

To assist the Finance team with invoice processing, client queries, and general admin tasks. This role also works closely with other sections of the finance department and the candidate must therefore work well as part of the team.

Job Overview

The Account Administrator will work closely with the Finance team and must be a motivated and high performing individual, able to work well under pressure and meet strict deadlines. Resolving client queries forms an element of this role and therefore the candidate will be expected to have a professional customer service manner.

Day-to-Day Responsibilities

- Processing of purchase ledger invoices
- Preparation of invoice payments
- Cash posting & reconciliation
- Client query resolution
- Other tasks as required to support the Finance function

What you Bring to the Team

- Ability to organise & prioritise workload in order to meet strict deadlines
- Be able to demonstrate a basic knowledge of systems including Excel
- Have a reasonable level of numeracy and M.S office ability
- Ability to communicate well and coordinate with other teams
- Able to work on your own initiative
- Confidence in resolving customer queries

Why Join our Team?

Croner Taxwise provides tax fee protection insurance to firms of accountants. With a turnover of £22M, 120 employees and 4000+ accountancy clients we are proud to be the market leaders in the fee protection space,

This is a superb place to work if you love solving problems, enjoy a challenge and have genuine enthusiasm for overcoming obstacles and learning, you'll love it. Your people and technical skills will be tested every day. There are endless opportunities for you to develop and grow and you'll really make a difference to all sorts of people.