

ACCOUNTS ADMINISTRATOR

Responsible to: Finance Manager

Purpose of role:

The Accounts Administrator position works closely with the Purchase Ledger Controller to ensure payments to external companies, visiting tutors and contractors for goods and services supplied to the School are paid within their payment deadlines.

As an integral member of the Transactional Finance team your main duties will include:-

- Keeping on top of all emails which are received into the accounts@nfts.co.uk mailbox
- Setting up new Supplier Accounts within ACCESS, the Finance System
- Matching Purchase orders to Invoices
- Registering and sending invoices out for approval
- Posting Purchase Ledger Invoices ready for payment via the weekly BACS run
- Reconcile Supplier Statements
- Setting up new Supplier Accounts
- Checking and amending bank details
- Opening and distributing post relating to the Finance Department
- Printing and recording the end of day banking from the NFTS Student bar PDQ
- Loading Floats onto Student and Staff Prepaid debit cards
- Ordering and taking student and staff payments for Chiltern Rail tickets
- Printing end of day banking reports off the Finance Department's PDQ machine
- Archiving of paperwork

Person Specification:

A team player who is extremely organised, motivated, enthusiastic, flexible and with the ability to multi-task within a fast paced and busy department.

A basic understanding of Microsoft systems; experience of MS Excel and MS Outlook would be an advantage.

A GCSE grade of D and above in English and Maths

A passion for the film, TV and games industries, and a desire to assist students in their studies.

Keen to progress in a Finance career