

# Administrator

## FinanceTeam - Staverton

Hazlewoods

Hazlewoods Finance team provide accounting and administrative support to the Partners and their teams. The Finance team is part of our fantastic operational support function which is key to our continued success.

We are looking for outstanding people who believe in our core values and commitment to 'Driving Lifelong Prosperity' for both our clients and employees. It's an exciting time to join our growing team.

Our Finance team is looking for an Administrator to provide administration support to the team at our Staverton office.

### The right person will:

- Provide general administration support.
- Provide weekly disbursements / monthly reconciliations.
- Scan purchase ledger invoices.
- Post cash received onto Practice Management system.
- Chase invoice approvals.
- Generate monthly client statements / copy invoices.
- Assisting in raising client bills – full training will be given
- Handling credit notes and WIP movement.
- Provide additional duties to support the team.

### You will thrive in this role if:

- You have the ability to develop and maintain good working relationships internally and externally.
- You have strong organisational and administrative skills.
- You have an eye for detail, producing work to a high standard.
- Your verbal and written communication skills are excellent.
- You have ability to prioritise workload.
- You have high degrees of flexibility; must be able to manage numerous tasks at the same time and yet be focused.

