

Job title:	Finance Administrator/Analyst (PT)
Line manager	Financial Controller
Location:	Basingstoke
Purpose of the role:	To prepare and analyse data to assist in calculating Publishers charges and payments and assist in the payment and analysis of freight invoices to support our logistics function.

Need to do

Key tasks:

- ☐ Generate Third Party charging schedules in accordance with their contracts, ensuring required service levels are adhered to
- ☐ Assist in the production of the Activity based costing charges
- ☐ Prepare client payments both weekly and monthly within contractual deadlines
- ☐ Resolving and responding to queries to the agreed service level, accurately and legibly in line with departmental standards
- ☐ Carry out monthly and quarterly reconciliations
- ☐ Completion and maintenance of self-billing invoices
- ☐ Manage client schedules ensuring consistency and uniformity
- ☐ Carry out MIDAS (Sales database) reporting and analysis
- ☐ Update and maintain training chapters
- ☐ Downloading freight invoices from supplier portals
- ☐ Analysing freight invoices through excel to validate and pass for payment
- ☐ Assisting in the coding of invoices on Xflow
- ☐ Regular freight reconciliations for presentation to management to demonstrate expenditure and rates
- ☐ Have a flexible attitude and approach to any task which may, from time to time, be requested by management
- ☐ Commitment to our Delivering Excellence programme by following and demonstrating the key values of MDL

Key relationships:

- ☐ Financial Controller, Finance Director and Assistant Accountant – the immediate team
- ☐ The MDL Accounts receivable team who are part of the immediate finance team
- ☐ The wider MPIL finance teams
- ☐ Internal Managers and Directors
- ☐ MDL's Publishers and their customers

Key performance indicators:

- ☐ Client charges and payments to be completed within contractual guidelines
- ☐ Ensuring supplier payment dates are adhered to
- ☐ A high level of accuracy and attention to detail
- ☐ Ensure errors are kept to a minimum and are not frequently repeated

Qualifications:

- ☐ Level 5 GCSE (High grade C) or above in Maths and English as a minimum with 8 GCSE passes in total

Need to know

Skills/knowledge:

- ☐ A high level of attention to detail
- ☐ A keen interest / passion to working with numbers all day
- ☐ Experience of using Microsoft excel to an intermediate level
- ☐ A high level of organisation skill and initiative are pivotal to the role
- ☐ Able to work effectively in a pressurised environment
- ☐ Demonstrate good time management skills
- ☐ Discreet manner, able to deal with confidential and sensitive information
- ☐ Flexible and willing attitude, able to work within a team environment
- ☐ Excellent communication skills, written and verbal
- ☐ The ability to build relationships with colleagues at all levels
- ☐ Act professionally within the office environment

Experience:

- ☐ A previous role demonstrating working with data and numbers of at least two years
- ☐ Excel is a core part of this role so at least an intermediate understanding is required

Need to be capable of

1. **Technical Capability** – Uses technical/job knowledge and experience, incorporating functional skills and broad-based business knowledge, to meet and exceed job requirements/customer expectation. Up to date and disciplined, able to generate and present high quality, relevant and usable information within set timelines and to an agreed budget, achieving set objectives.
2. **Problem Solving** – Takes initiative to identify current and potential problems and determines best solution. Involves and / or manages the people and resources required. Identifies the cause of problems and key issues through investigation; identifies effective, logical and practical solutions. Makes decisions in a timely manner and evaluates their effectiveness.
3. **Relationship Building/Teamwork** - Builds effective relationships through positive communication that motivates and influences others. Is honest and trustworthy; a valued member, actively involved in achieving team relations in the work environment. Communicates both good and bad news honestly and directly. Works cooperatively and flexibly with other members of the team.
4. **Personal Effectiveness** – Produces outstanding results both professionally and personally by being proactive and committed. Continually focuses on achieving positive results contributing to the overall success of the business.
5. **Customer Focus** – Passionately meets or exceeds customer expectations/ Nurtures relationships by recognising and delivering on internal and external customer's needs and opinions. Makes customers and their needs a primary focus of their actions. Helps others to understand the implications of their decisions.

Signed by the job holder _____

Date _____

Signed by the line manager _____

Date _____

With consultation this job description can be altered by management. Tasks included are not limited to those detailed above. An electronic copy of this signed form should now be sent to your HR department