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Job Title: **FINANCE AND ADMINISTRATION OFFICER**

Reporting to: Financial Controller

Main purpose of role: To assist with administration and finance associated with BDSDigital

Key relationships:

**Internal**

**External**

Financial Controller BDSDigital Sales Account Manager Chief Technical Officer Managing Director, BDS Managing Director, BDSDigital	BDSDigital web and design clients
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**DUTIES AND RESPONSIBILITIES**

- To assist with administration and preparation of invoices for BDSDigital.
- To follow up invoice and other queries by telephone.
- To assist Financial Controller with routine financial matters.
- To assist BDSDigital Sales Account Manager in maintaining customer accounts.
- To be responsible for complying with BDS Group health and safety policy and procedures.

The above is not an exhaustive list of duties and you will be expected to perform different tasks as necessitated by your changing role within the organisation and the overall business objectives of the organisation.

**PERSON SPECIFICATION**

	<b>Essential</b>	<b>Desirable</b>
Qualifications	Business, Administration or Finance Qualification at HND or Degree level	Relevant professional qualifications or certification
Knowledge	EXCEL	SAGE E-commerce Design Web services
Relevant Experience	A background in finance or administration	Financial management Technology Customer service
Skills	Numerical skills Interpersonal skills Written skills Organisational skills Team-working skills	UK Driving Licence
Personal Qualities	Tact and discretion Pleasant and confident telephone manner	