

PREPRARED by: Katie Rochester

micron communications limited

Motivo, Bluebell Way, Yeovil, BA20 2FG

Job description

Purchasing & finance assistant

Version 1.1

April 3, 2025

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| **Title:** | Purchasing and Finance Assistant |
| **Reports to**: | Head of Finance |
| **Escalation:** | Managing Director |

## PURPOSE OF JOB ROLE:

You will be a key member of our Finance Team, assisting with all aspects of purchasing and finance administration and will work closely with the team to gain a comprehensive understanding of the full financial processes.

KEY ACCOUNTABILITIES

Below is a list of key activities associated with the role. The list is non exhaustive, and the employee will from time to time be asked to fulfil other duties as directed by the Management Team.

* Providing first class support to the Procurement and Stock Co-ordinator in all areas of the procurement process.
* Assisting and processing of Sales handovers onto our Accounting package NetSuite, procuring of items required on the smaller Sales Handovers and liaising between Procurement and Projects, chasing orders and ensuring other departments are kept up to date at all times.
* Taking the lead on smaller procurement items such as office supplies.
* Entering and checking Supplier Invoices
* Build and nurture meaningful relationships with suppliers.
* Assist with effective management of stock.
* Providing seamless cover for the Procurement and Stock Co-ordinator during busy periods or holiday/absence.
* Arranging delivery/collection paperwork to be raised for Courier.
* Pick, pack and shipping of all hardware where required
* 2nd Line support for the monthly billing platform, Elevate, checking and entering of rental changes, assisting the reconciliation of all ISP invoices and general housekeeping changes.
* Oversee Housekeeping of Accounts on all 3 platforms
* Providing efficient support for the whole Finance function, to include Credit Control and Sales Ledger.

QUALIFICATIONS & EXPERIENCE

* Good knowledge of MS Office – Word, Excel, Outlook
* Knowledge of accounts process (Advantage)
* Proven track record in a support role, ideally within a Procurement/Purchasing team
* Netsuite ERP (prior knowledge not essential but an advantage)

SKILLS & BEHAVIOURS

* Self-motivated with a flexible approach and ‘can-do’ attitude and flexible approach.
* Proactively prioritises a busy and varied workload with great time management.
* A thorough and organised approach with excellent attention to detail and strong data entry skills.
* Excellent customer service and communication skills.
* Supportive and helpful team member with great interpersonal skills to build strong cross departmental relationships.
* Enthusiasm to improve knowledge levels at every opportunity
* A flair for maintaining calm and order within a demanding environment which is subject to busy and sometimes unexpected periods.
* Ability to work independently and to take responsibility, seeking advice and support where necessary.

TRAINING

We will support individuals to maintain their technical knowledge required for them to fulfil the requirements of their role, this will be a combination of internal training, suppliers training and the scope to include professional training courses subject to approval / budget.

Training needs will be identified through 1 to 1’s, annual reviews and development plans, this is not limited to technical knowledge it may include; customer service, soft skills and managerial, these will be discussed and agreed with the Directors and HR.

I have read and understand all the contents of this job description. This job description describes the principal purpose and main elements of the job. It is a guide to the nature and main duties of the job as they currently exist but is not intended as a wholly comprehensive or permanent schedule and is not part of the contract of employment. Therefore, you may be required from time to time to carry out tasks requested by the Management/Directors.

Employee name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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HOD / HR signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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