



Job Title	Finance Operations Administrator
Date Reviewed	April 2018
Responsible To	Finance Director
Responsible For	None
Location	Maidenhead, Berkshire

Business Profile

AVK are the UK's leading provider of critical power systems and maintenance that guarantee your power. For 28 years we've been supplying UPS systems and standby diesel generators providing our clients with reliable back-up power solutions for their mission critical services & systems.

We are trusted by many of the UK's largest Data Centre operators, Finance & Banking providers and Telecommunications companies to design, install and maintain 100% power integrity by providing diesel generators, uninterruptible power systems, switchgear, protection relays and turnkey solutions.

AVK specialise in all aspects of the design, planning, implementation and on-going maintenance of critical power systems. We provide solutions for standard or bespoke applications, with UPS systems ranging in size from 1kVA to 800kVA to standby diesel generation ranging in size from 5kW up to 3MVA and covering all project sizes from £1k up to £50m. Our extensive and growing client base reflects our highly regarded reputation for both quality and service

Role summary

The Finance Operations Administrator will have a wide-ranging responsibility for ensuring compliance in line with AVK policies and procedures. This role has responsibility for quality, process and the high standards our customers expect. Occasional travel to our service department in Huddersfield will be required.

Responsibilities

	Co-ordinate the supplier accreditation process to ensure applications and renewals are submitted ahead of expiry
	Take ownership and control of our supplier accreditation process, ensuring all relevant documentation is completed and approved.
	Ensure all supplier insurance renewals and relevant documentation is in place
	Check and control all expense claims across the business to ensure compliance with the approval, expense and subsistence policies
	Control and reconcile all transactions on the company credit card ensuring all transactions are processed against relevant department and project budgets
	Raise sales invoices for maintenance contracts where appropriate, Log invoices on FM websites for approval where required
	Provide ad-hoc administration support to the Finance team when required, in particular month-end period
	Cleanse all job cost reports post 3 months of CPN (commissioning project notification)
	Control pre-payment process
	Systematically document key business procedures, updating on a 6 monthly basis
	Update all AVK QMS procedures
	Approve and process purchase invoices when required
	Assist with uploading timesheet hours



Person specification

Key skills and knowledge	Desired/Essential
Excellent verbal, literacy and numerical skills	Essential
Accurate typing and data entry skills	Essential
Attention to detail with a methodical and organised approach to a varied workload	Essential
Contract and tendering exposure	Desired
Experiencing using Dimensions accounting software	Essential
The ability to multi task , manage a number of projects simultaneously with calmness and accuracy	Essential
Experience of shipping and invoicing	Desirable
Car Driver	Desirable
Flexible individual to be able to assist across multiple areas of Finance	Essential