
Job Description

Job Title	Admin & Finance Assistant
Reports To	Niamh Allen
Rate and Hours:	£10.50 /hour. 3 days per week (days/hours to be agreed)
Location	Rawtenstall, Lancashire

About IoT Horizon

IoT Horizon is an Internet of Things (IoT) Consultancy and Solutions Provider with offices in Lancashire and Warrington. We help our clients to implement technology solutions that reduce operating costs and energy consumption as well as improving their productivity, wellbeing, and health & safety.

Find out more here - <https://iothorizon.com/>

Benefits of working for us

- Private healthcare
- Company pension
- Wellbeing package
- Flexible working, and no weekends required
- 28 days holiday pro rota, plus your birthday off
- Training opportunities
- A supportive, inclusive, and friendly working environment

Purpose & Objectives

We are looking to appoint an enthusiastic, well-motivated individual with a keen eye for detail. You will be responsible for providing effective, high-quality finance and administration within a growing business. This position is ideal for someone looking to develop their skills towards a career in finance or administration.

To apply, please forward your CV, along with covering letter to careers@iothorizon.com. This position is available immediately and full training will be provided

Key Tasks & Responsibilities

- To provide daily administrative and finance support
- Liaising with both customers and suppliers
- Answering the telephone and assisting as appropriate
- Receiving and responding to emails
- Managing diaries and scheduling appointments
- Maintaining databases and data cleansing
- Other ad-hoc duties as required
- General office management

Skills

- High level of numeracy skills to deal with invoicing and payments
- Meticulous about detail
- Strong IT skills, particularly in Office 365
- Excellent communication skills
- Punctual, friendly, and happy to work as part of a team
- Has strong verbal and written English skills
- Has a confident and professional phone manner
- Can effectively manage their time independently

Experience

- Able to work in fast-paced office environment
- Comfortable managing diaries
- Admin and/or finance experience.
- Xero experience would be preferred. However, this is not essential as training will be provided.

Qualifications

- GCSE English & Maths (C or above, or equivalent)