



RS REFRIGERATION SERVICES LTD.

Unit 5, Murrell Green Business Park,
London Rd, Hook,
Hampshire, RG27 9FG

Telephone: 01256 760633

Fax: 01256 760736

Financial Administrator

Salary: £35,000 - £45,000 Based on Experience

Full Time Office-Based Position

Hours: 8:30 to 17:00 Monday - Friday

RS Refrigeration Services are an ISO 9001 accredited company based in Hook; Hampshire that has been established for over 40 years. Specialising in the design and installation of high-quality commercial refrigeration and air conditioning solutions. We have built our reputation on maintaining the highest standards of customer service.

We are seeking a financial administrator with an excellent attention to detail. The desired candidate will be responsible for accounts administration including management of both company & customer accounts. Being capable of completing payroll and financial reporting – monthly P&L would be an advantage. Although this is a financial focused role the ideal candidate will need to be flexible and able to support general admin when required.

Main Responsibilities:

- Supporting Sage Payroll
- Manage accounts receivable and payable
- Reporting overtime and expenses
- Financial Report analysis - P&L
- Match invoices to PO on Simpro and Sage 50 Accounts
- Raise credit requests and debit notes.
- Check through statements and identify missing invoices/credits and request copies
- Produce audit reports for key suppliers and reconcile to purchase ledger accounts
- Prepare pay related documents and upload to company portal.
- Liaising with suppliers, customers, sub-contractors, and staff

Requirements

- Proven work experience as a Finance Administrator, Finance Assistant or similar role
- Hands-on experience with accounting software, Sage 50 Accounts
- Advanced knowledge of MS Excel (creating spreadsheets and charts and using financial Excel functions)
- Good understanding of bookkeeping procedures
- Time-management and organization skills
- Confidentiality
- Extremely strong attention to detail

We Offer

- 25 Days Holiday + Bank Holidays
- Access to Denplan and Private Healthcare
- Company Pension