

FINANCE ADMINISTRATOR

CHELTENHAM / FLEXIBLE

PERMANENT, PART-TIME

At iPipeline, we pride ourselves on our culture. We believe in an enthusiastic atmosphere, encourage innovation, depend on creativity, and strive for success. We value our employees and understand that our continued success as a company relies heavily on the success of every individual. Our employees describe iPipeline offices as fun, energetic, 'can do', professional environments.

We empower our people and provide them with the opportunity to pursue personal growth and career aspirations. We work hard and play hard. We celebrate success.

As the market leader in our industry, we deliver ground-breaking and award-winning technology to the financial services industry. Working at iPipeline allows you to play a huge part in making it easier for our customers to protect and secure the financial futures of consumers' families.

Find out more at www.ipipeline.com/uk/



YOU CAN ENJOY:

- Innovative, inclusive and focused environment
- Flexible working
- Work/life balance
- New, contemporary, open-plan office space
- Company matched pension benefits
- Generous Life and Critical Illness Cover
- Perkbox membership (discounts and freebies)
- Competitive holiday allowance
- Well stocked kitchen of free soft drinks, tea, coffee and fruit
- An annual wellness allowance to keep you happy and healthy

PURPOSE OF THE ROLE:

Administering the Finance function to ensure the smooth running of regular processes such as invoicing, payments and receipts and purchase orders.

RESPONSIBILITIES:

- Raise customer invoices
- Contracts module administration
- Daily Bank Recs
- Posting supplier invoice
- Supplier Payments
- Processing of employee expenses
- Pension Administration
- Jira task management
- Assist in month end where required
- Assisting with balance sheet recs where required
- Provide cover/assistance to Accounts Administrator when required

REQUIRED SKILLS AND KNOWLEDGE:

- Strong working knowledge of Excel
- Able to work to tight deadlines during key periods
- Attention to detail
- Accountable, team player
- Previous experience with commercial or accounting systems useful though not essential
- Previous use of Salesforce would be useful though not essential

DON'T HAVE EVERYTHING WE'VE ASKED FOR?

Don't worry.

You might not have everything listed above but you might have some valuable transferable skills and experience.

You might be returning from a career break or feel you have taken a wrong turn in your career.

At iPipeline, it's about you and what makes you tick, not ticking every box.

To apply please email cheltenham.recruitment@ipipeline.com with your CV and covering note (don't forget to include those transferable skills).

For information on how we store applicant information, please see our [Job Application Privacy Policy](#).