

## Finance Administrator

### Our organisation and what we do:

Omega Plastics was founded in 1996 and the Omega Plastics Group was established in 2015, following the acquisition of Signal Plastics.

Since then the Group, now with over 100 employees, has enjoyed continued growth with significant investments made in both companies. In 2016 Signal Plastics relocated to a 43,500 sq. ft facility on Bentall Business Park, Washington. In 2019, Omega Plastics moved into a new 45,000 sq. ft facility on Team Valley Trading Estate in Gateshead, which is also our Group head office.

The Group provide a full turn-key solution of low to high volume tooling and plastic injection moulding services. We operate across 4 main sectors: Automotive, Medical, Industrial and Technical Products and Consumer Products.

Our technical expertise and reputation for delivering solutions to challenging problems or in short timeframes allows us to assist customers from product conception through the development cycle and into serial production.

We are strongly committed to ensuring that all colleagues understand how important their contribution is to the success of the business, which ensures they are engaged and motivated to drive the Group forward. We pay competitive salaries and invest in training for our colleagues.

We are committed to equality in employment - all employees hold responsibility for promoting an inclusive working environment where colleagues are treated with dignity and respect.

More information about us can be found at <http://www.omegaplasticsgroup.co.uk/>

### The vacancy:

#### Location

We are looking to recruit an experienced **Finance Administrator** based at the Group head office/Omega Plastics site on the Team Valley trading estate in Gateshead.

During the periods where COVID-19 restrictions are in place, our Finance Team members are working from home. We provide all necessary equipment to facilitate working from home but we would discuss how we can provide a proper induction and training, either remotely or (if necessary) with some time based in the office.

#### Hours

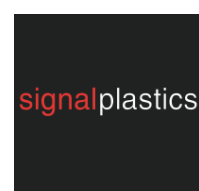
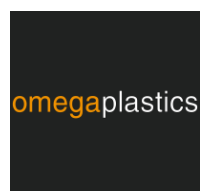
This is a permanent role. Hours can be full time (37.5 hours per week) or part-time, depending on skills, experience and availability of the successful candidate.

#### Salary

The salary range for this role is **£20,000 - £22,000** per annum pro rata, dependent on qualifications, skills, and experience.

### The role:

This is a fantastic opportunity for an experienced Finance Administrator, in a rewarding permanent role with a dynamic and growing group. Working as part of a motivated Finance team, this position



offers the successful applicant the ability to provide administration support to the Financial Controller.

(For more details, please see the attached Job Description).

**The ideal candidate:**

The ideal candidate for this role will be experienced in Finance administration, be confident and assertive, with good communications skills and a professional telephone manner. They need to have basic numeracy and literacy skills and have a sound knowledge of Microsoft and Excel packages.

You will be:

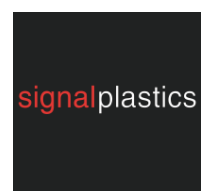
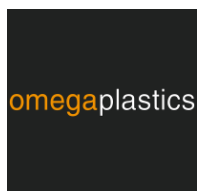
- a confident and motivated individual
- able to make efficient use of resources
- able to work independently and as part of a team
- able to communicate in a professional manner

You will have:

- Up to date knowledge of relevant Finance functions.
- Experience of working in a similar position.

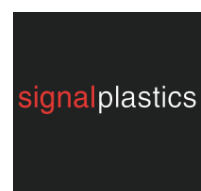
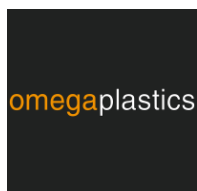
**(for more detail, please see attached person specification).**

**To apply for this role, please send a CV and covering letter explaining your suitability for the role, together with an Equal Opportunities Monitoring [form](#) to [careers@omega-plastics.co.uk](mailto:careers@omega-plastics.co.uk) by 5pm on Monday 1 February 2020.**



## **Job description**

- Permanent Finance Administrator, competitive salary, (dependent on qualifications, skills, and experience).
- Full or part-time, to be agreed.
- Based at Omega Plastics Group head office in Gateshead with some working from home during the COVID-19 restrictions periods.
- Duties and responsibilities will include but not be limited to:
  - processing of purchase invoices through Sage 200;
  - matching invoice to supplier delivery notes where necessary;
  - carrying out supplier statement reconciliations and liaising with suppliers in relation to invoice queries;
  - Pro-active debt chasing and customer credit checks where required;
  - reception duties, including answering the telephone and greeting visitors;
  - Outlook calendar management and meeting organising, including issuing a daily visitor report;
  - stationery ordering and control; and
  - any other general administration necessary.



## Person specification

Successful candidates are expected already to possess all the essential requirements, and be capable of, or have the potential to be trained to, an acceptable standard in the desirable ones.

| <b>JOB TITLE</b>            | <b>Finance Administrator</b>   |                                   |   |
|-----------------------------|--|-----------------------------------|---|
| <b>Category</b>             | <b>Essential</b>   | <b>Desirable</b>                  | <b>Method of assessment</b>                                     |
| <b>Qualifications</b>       | GCSE or equivalent in English and Maths  | Studying towards or AAT qualified | <b>Application</b> – evidence of qualifications may be required |
| <b>Experience</b>           | Experience of working in a busy Finance Department   |                                   | <b>Application and interview</b>                                |
| <b>Knowledge and skills</b> | Experience in Microsoft office, in particular Excel<br><br>Sound Finance process knowledge   | Knowledge of Sage 200             | <b>Application and interview</b>                                |
| <b>Personal qualities</b>   | Professional manner<br>Smart appearance<br>Attention to detail<br>High level of motivation<br>Trustworthy<br>Efficient<br>Ability to use own initiative<br>Ability to work as part of a team |                                   | <b>Interview</b>  |