

## Finance and Payroll 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 130 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, hours and salary

We are looking to recruit an experienced **Finance and Payroll Administrator** based at our 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 following our COVID safety measures.

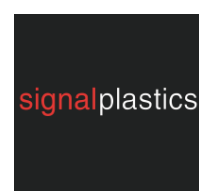
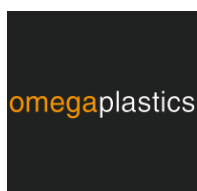
This is a permanent role. Hours can be full time (37.5 hours per week) or part-time, depending on skills, experience and availability of the successful candidate.

The salary range for this role is **£20,000 - £23,000** per annum pro rata, dependent on qualifications, skills, and experience.

#### The role

This is a fantastic opportunity for an experienced Finance and Payroll Administrator, in a rewarding permanent role with a dynamic and growing group. You will report to our Group Financial Controller and work as part of a supportive and motivated Finance team.

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



## **The ideal candidate**

The ideal candidate for this role will be experienced in Finance and Payroll 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:

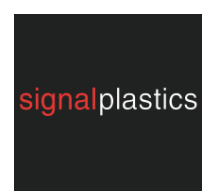
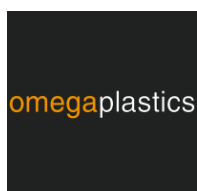
- a confident and motivated individual
- able to make efficient use of resources
- able to work independently and as part of a team
- able to communicate in a professional manner

You will have:

- up to date experience of payroll administration
- up to date knowledge of relevant Finance functions
- recent 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, 12 April 2021.**

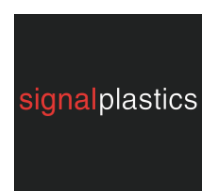
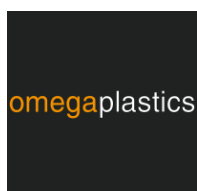


## Job description

- Permanent Finance and Payroll Administrator, salary £20,000 - £23,000 (pro-rata and 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:

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- Payroll and pension processing for factory-based employees across the Group
- Administrative support for annual leave and absence recording across the Group
- HR admin support across the Group
- Processing purchase invoices through Sage 200
- Sales ledger cash posting, account reconciliations and resolving invoice queries with suppliers
- Matching invoice to supplier delivery notes where necessary;
- Pro-active debt chasing and customer credit checks where appropriate
- Outlook calendar management and organising meetings
- Reception duties, including answering the telephone and greeting visitors
- Stationery ordering and control
- Other day to day filing and general administration as needed



## 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 Grade C or equivalent in English and Maths	Studying towards or AAT qualified	<b>Application</b> – evidence of qualifications may be required
<b>Experience</b>	Working in a busy Finance Department  Payroll administration for a large workforce  Microsoft office, in particular Excel	Sage 200  Sage 50 Payroll  Work in a manufacturing business	<b>Application and interview</b>
<b>Knowledge and skills</b>	Sound Finance process knowledge		<b>Application and interview</b>
<b>Personal qualities</b>	Attention to detail  Trustworthy  Efficient  High level of motivation  Professional manner  Smart appearance  Ability to use own initiative  Ability to work as part of a team		<b>Interview</b>