

# FINANCE ADMINSTRATOR

**Business function:** Business Support

**Reports to:** Management Accountant

**Location:** Kings Hill, Kent

**Salary:** £18,000 to £22,000 depending on experience

**Terms:** Permanent full time. Flexible working considered.

## TRULY FIBRE, TRULY FAST

We're expanding our team as we transform broadband in Kent and beyond. If you'd like to join us on our exciting journey, we'd love to hear from you. We are building our own fibre optic networks to homes and businesses using Fibre to the Premises (FTTP) technology – this means we can offer our customers the highest speed and highest quality broadband services in the country – guaranteed! The Trooli networks are modern, future-proof and fit for the digital age.

## THE ROLE

We're a small company with a very exciting future. You will be joining our Finance team to help the company expand its fibre network by managing our financial transactions with our customers. You will work closely with the Finance team manager.

## Responsibilities

- Building and managing customer database with in-house system
- Processing and producing customer invoices and credit notes on billing platform
- Analysing and solving problems associated charges from service carriers
- Booking accurate records in Sage accounting software
- Producing reports and organising financial data for accounting departments on monthly basis
- Coordinating and supporting other departments to automated processes to improve the effectiveness and efficiency of operations

## Your experience

You will have strong knowledge and skills of data analysis and system management. Experience of Sage would be beneficial.

## Your skills and personal attributes

- Confidence with Microsoft Office, particularly Excel (Pivot table, Vlookup)
- Proficiency with Microsoft Access Database would be preferable
- Ability to learn and adapt quickly
- An exceptional communicator who can build relationships with ease
- Impeccable organisational and time management skills
- Have a flair for detail and produce highly accurate work
- High level of numeracy.

## Your personal benefits

- 25 days paid holiday, plus bank holidays
- Pension
- Free parking
- Friendly working environment
- Opportunity to learn and take on more responsibilities as the company grows

## Our Values

- **Integrity:** be transparent and honest with our customers and with each other.
- **Passion:** be excited about what we do.
- **Develop:** Invest in each individual.
- **Continual improvement:** Work smarter, not harder.
- **Proactive:** take responsibility.
- **Teamwork:** support and collaboration.
- **Quality.** we do what we do well.

Trooli is a leading-edge technology company and as such we do not expect all our potential recruits to have experience in what we do. Don't worry, we are looking for highly motivated people that are willing to learn and are excited by the prospect of a new challenge.

If you think you are the person we are looking for, please send your CV to [hr@trooli.com](mailto:hr@trooli.com) [trang.nguyen@callflow.co.uk](mailto:trang.nguyen@callflow.co.uk) prior to the closing date.