# Marketing Finance Administrator – Group Claims Marketing/Finance, Manchester

## Job title: Marketing Finance Administrator

**Department:** Business Services

**Reporting to:** Head of Group Claims Marketing

**Contract:** Permanent, Part-time (Flexible hours)

**Hours:** Hours worked are between 9:30am-5:30pm, Monday to Friday

**Office location:** Manchester (Central Park – Northampton Road)

**Salary:**  *Competitive*, provided upon request

**Benefits include:** 29 days holiday per annum inclusive of 4 days of compulsory leave to be taken during the period of office closure between Christmas Eve to the 1st working day of the new year, plus all public and bank holidays; contributory pension scheme; life assurance (4 times the annual salary); interest free season ticket loan; childcare vouchers; cycle to work scheme. We also have annual social activities and genuinely pride ourselves on having a supportive and friendly culture.

**Overall purpose of the role**

This is a demanding role working within the Group Claims Marketing and Finance teams. You will be responsible for dealing with all group claims marketing transactions, tracking spends and financial data, and providing monthly reports to internal teams including senior management.

## Duties and Responsibilities

## Provide a reliable and efficient support service to colleagues and assist with general financial administration.

## Process supplier invoices and respond to payments/claims queries in a timely manner.

* Work closely with finance team to ensure marketing funds are correctly allocated and any outstanding/aged invoices are paid.

## Provide financial reporting and forecasting to relevant internal teams.

## Ensure that transactions are dealt with efficiently and in accordance with office and supplier procedures.

## Utilise supplier portals to download and manage invoices.

## Effectively liaise with external contactors/suppliers.

## Ensure filing is kept up-to-date and copies of correspondences/documents are kept on the relevant files/drives.

## Assist with database management and integrity.

## Keep up to date by participating in relevant training courses and meetings.

* Ensure confidentiality is maintained and GDPR compliance is always adhered to.
* Ad-hoc assistance on marketing projects and other duties as required.

## Skills, Qualifications and Knowledge

## Strong knowledge of Microsoft office including Outlook, Word and Excel. Able to learn new systems and software with ease.

## Good knowledge of basic accounting practices including budgeting would be beneficial.

## Able to communicate effectively, be approachable and professional in all dealings.

## Always ensure a high standard of attention to detail and accuracy.

## Finance/accounting experience preferred.

## Person specification

## Genuine interest in working with a leading claimant law firm and passionate about providing access to justice for all.

## Previous experience of working within a finance function would be beneficial but is not essential.

* A high standard of numeracy, and confident working with numerical data.

## Relevant experience in working with external stakeholders such as suppliers and internal stakeholders such as partners, marketing, finance/accounts team, etc.

## Ability to communicate accurately, clearly and concisely, in a professional and courteous manner both verbally and in writing.

## Ability to work in an organised and methodical manner and work well under pressure / deadlines.

## Ability to work and contribute in a team environment. Flexible and a strong team player.