

Job Role: Finance Administrator
Location: Fairford, Gloucestershire
Job Type: Full-time, 12-month contract



Who We Are

GRG Waste UK is a waste to resource management company, the parent company Guernsey Recycling Group is headquartered in Guernsey in the Channel Islands. GRG is a growing and currently owns 9 companies employing over 200 staff in Guernsey, Jersey, UK and the Cayman Islands. In the UK, GRG has become a market leader for hazardous and liquid waste and is driven by the principles of sustainability; over 80% of waste received is either recycled or recovered. GRG Waste UK is made up of 5 companies BKP Waste & Recycling, Greenway Environmental, Novum Waste Recycling, Chloros Environmental, and Diverse Waste Solutions, that work in unison to offer a wide range of services.

Chloros Environmental was established in 2009 and has become one of Britain's fastest growing hazardous waste management and waste recycling companies with nationwide coverage in England, Wales, and Scotland. Our team of Chemists, Technical Specialists, Administrators and Sales professionals provide an exceptional service to our customers and endeavour to deliver ethical and sustainable waste management services with a strong emphasis on diverting waste away from landfill and towards recycling routes. At Chloros Environmental we treat our employees, customers, their waste and the environment, with care.

What We Are Looking For

Chloros are looking for a full time Finance Administrator to join the team on site in Fairford for a fixed term 12-month contract, to support the Finance team. The primary purpose of this role is to help manage and control the company finances effectively.

Main duties and responsibilities

KEY RESPONSIBILITIES:

- Using a range of office software, including Xero, Microsoft Outlook, Microsoft Excel
- Recording all queries and communications in an appropriate manner
- Precise data entry
- Reconciling accounts with suppliers' statements
- Raising Purchase Orders and following through orders to completion
- Processing Supplier Invoices, matching with PO numbers, raising queries with relevant colleagues
- Processing weekly payment runs

GENERAL OFFICE DUTIES, INCLUDING:

- Responding to finance enquiries and promptly passing them on to relevant colleagues
- Planning workload effectively
- Data protection for sensitive information
- Any other duties which are reasonable and within capabilities as necessary to meet the needs and objectives of the Company.

About the job

- Hybrid working available after initial training period
- 37.5 hours per week
- 21 days holiday rising by 1 day each completed calendar year to a maximum of 25 days
- Full-time, fixed term 12-month contract
- Pay from £26,000.00 per year

About you

- Computer literate with a good working knowledge of Microsoft Excel and Outlook
- Attention to detail and accuracy
- Methodical approach and ability to maintain accurate systems whilst working under pressure
- Good communication skills
- The enthusiasm to work as part of fast a growing team
- Knowledge of computer-based accounting systems is an advantage

What We Can Offer You

- Health & wellbeing programme
- Private dental insurance
- Private medical insurance
- Company pension
- Free parking

To apply, send your CV to: sarah.hill@chloros.co.uk