



## SUNSTONE

JOB DESCRIPTION	
JOB TITLE:	FINANCE AND PROJECT ADMINISTRATION ASSISTANT
REPORTS TO:	CFO
LOCATION:	SUNSTONE HOUSE, UNIT ONE, ALTIRA PARK, THE BOULEVARD, HERNE BAY, KENT CT6 6GZ
DATE:	Nov 2021

### DETAILED DUTIES AND RESPONSIBILITIES:

#### MAIN RESPONSIBILITIES:

To manage the purchase and sales ledgers and oversee/manage key supplier relationships and some client relationships. The role will also be responsible for some project and administrative purchasing and managing the PO system in Xero.

#### SPECIFIC TASKS INCLUDE:

##### FINANCE – PURCHASING:

- Managing all supplier invoices – liaising with the external bookkeepers to ensure that all invoices are on Xero assisting with reconciliations where necessary
- Manage supplier payments – provide CFO with a list/forecast of key suppliers outstanding and due for payment weekly
- Ensure outstanding staff expenses are on Xero and are flagged to CFO to be paid on a weekly basis
- Management of and liaison with suppliers – establish/maintain strong relationships with key suppliers and ensure that they are clearly communicated with in terms of payment and invoicing
- Coordinate with Head of Project Delivery to ensure that all project related purchasing is done on time and in-line with relevant Budgets/Bill of Materials (BoM) and make purchases directly with suppliers where necessary staying on top of any potential supply issues
- Completing the RMA process with suppliers and customers
- Manage PO system in Xero and ensure all purchases have an accompanying PO
- Maintenance of purchase ledger in Xero
- Management of the accounts@ inbox

##### FINANCE – SALES:

- Coordinate with Head of Project Delivery and Head of Client Services to prepare and manage sales invoices in Xero – sending completed invoices to the client or relevant team member as appropriate
- Ensure that all sales invoices are paid on time, chasing clients directly where necessary or liaising with the team to ensure they're receiving accurate timing updates from the end client
- Maintenance of sales ledger in Xero
- Manage the monthly sales invoicing register
- Update and manage the monthly rental profit and loss document

##### CLIENT/PROJECT ADMIN:

- Creation of maintenance agreements and supporting invoices to coincide with annual renewal dates
- Scheduling and management of PPM visits (Planned preventative maintenance) with clients
- Preparation and collation of site visit documentation provided to engineers, issuing to clients once completed
- Logging of support requests from clients and ensuring follow up by Head of Engineering
- Management of the Support@ inbox

#### KEY SKILLS AND EXPERIENCE:

- In-depth knowledge and experience managing purchase and sales ledgers - **Essential**
- Previous experience directly managing supplier purchases - **Essential**
- Previous experience managing supplier payments - **Essential**



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- Experience reconciling purchase and sales ledger accounts – **Essential**
- Experience of direct liaison with clients and suppliers – **Essential**
- Strong understanding of Xero accounting software – **Preferred, not essential**
- Previous experience managing PO systems – **Preferred, not essential**
- Previous experience in engineering and manufacturing environment – **Preferred, not essential**