



## JOB DESCRIPTION

Job Title:	Operations & Finance Co-ordinator
Reporting To:	Commercial Manager
Location:	Euston, London

### Purpose of the Job

To work across and with all functions of the business to manage invoicing, procurement and accounts payable whilst providing operational support to ensure that all aspects of the business are aligned.

### Main Duties and Responsibilities

- 1 Contract renewals & Quote Support
  - a. Monitor upcoming contract renewals alerting Account Managers
  - b. Gather background information on pricing of equipment for renewals and for new business
  - c. Produce first version of quotes.
- 2 Procurement and Order Processing
  - a. Gather quotes for equipment and recommend supplier based on cost and time
  - b. Raise Purchase Orders
  - c. Place orders for equipment and manage the ordering process to ensure that the goods are received in the right place at the right time
  - d. Check the order on arrival and match invoice to delivery note
  - e. Manage any returns, complaints or faults with supplier
  - f. Ensure that invoice is passed for payment
- 3 Invoicing
  - a. Prepare reports for client invoicing
  - b. Ensure invoices are up to date and correct
  - c. Send client invoices
  - d. Reconcile payments
  - e. Address invoice queries and supply statements as necessary
  - f. First line of credit control
- 4 Accounts Payable
  - a. Process all incoming invoices and match to PO's to prepare for billing
  - b. Query internally/externally any invoices that do not have a matching PO
  - c. Prepare payment runs
  - d. Ensure expenses are being processed in a timely manner.
- 5 Month End Reporting
  - a. Run the month end process and ensure all invoicing is completed within the required timeline.
  - b. Run reporting to support the Finance Manager
- 6 Project Support
  - a. Project Start-up – Collate all data regarding project including financials and load into Autotask, if all required commercial information is provided.
  - b. Project Close Down – Ensure projects are closed down and billing is complete.
- 7 Stock Management
  - a. Maintain an accurate stock list
  - b. Ensure that all stock is asset tagged
  - c. Register carepacks
  - d. Manage the installation and setup of new hardware
- 8 Time Management



- a. Ensuring timesheets (and also holiday and sickness) are logged by staff & up to date.
  - b. Ensure that staff members complete/ provide sickness forms
- 9 Office Management
- a. Liaising with subcontractors for office maintenance
  - b. Ordering and maintaining office supplies
  - c. Arranging transport
  - d. Fire Warden
  - e. Conduct Display Screen Assessments
  - f. Appointed Person for First Aid purposes
- 10 Common Responsibilities:
- a. Maintain up to date knowledge of T-Tech's operational procedures and Employee handbook and comply with the requirements
  - b. Work collaboratively with team members
  - c. Participate fully in company-wide initiatives
  - d. Undertake other duties as may reasonably requested by management

### Person Specification

#### Education / Qualifications

- Equivalent of A level educated
- Book-keeping qualification, eg AAT preferred
- DSA qualification preferred

#### Knowledge and Experience

- Previous book-keeping experience – both accounts payable and accounts receivable
- Knowledge of finance systems – Xero preferred
- Brave with IT issues – not afraid of IT terminology
- Office management experience

#### Personal Qualities and Competences

<b>Customer Service</b>	Views personal contribution from the customers' perspective, putting the customer first, demonstrating understanding of the customer's point of view and at least meeting customer expectations
<b>Working under pressure</b>	Performs effectively under pressure of time and importance of goal to be achieved and despite setbacks continues to think and act clearly and logically to achieve goal; responds sensitively in situations despite opposition.
<b>Quality Focus</b>	Adhering to and improving the processes, procedures and systems to ensure consistent compliance with internal and external standards. Displaying high work standards and a strong desire to do well
<b>Attention to Detail</b>	Pre-empt possible issues by identifying the full consequences and logical conclusions of decisions, mitigating any concerns; rarely makes errors in work and is able to identify errors and inconsistencies in work of others



**Multi-Tasking** Is able to manage multiple projects and activities concurrently, including managing deliverables from others, meeting deadlines and maintaining high quality standards

### **The Company**

#### **What we can offer you**

- Competitive salary depending on your experience and skills
- Medical Cash benefits
- Pension after 3 months of employment – T-Tech will match employee contributions up to 4% of salary
- Life Assurance
- Income Protection
- Learning environment working alongside experts in the latest technologies
- Special focus on training and development
- Social committee that organises quarterly social events (karting, bowling, pizza evenings and other exciting events)
- A vibrant London office
- Exceptional career progression opportunities

#### **About T-Tech**

T-Tech is one of the fastest growing IT Consultancy, Support and Cloud Services providers in the UK, serving small and medium-sized businesses. Our customers demand and deserve great proactive service and responsive support. We understand how important it is to optimise day-to-day operations and we help our customers embrace innovation and drive growth. We do that by showing them how to cut risk, improve productivity and leverage IT to gain competitive advantage. At T-Tech, we're about keeping UK business up and running, resolving problems quickly, providing personal attention and providing our customers with reliable IT support when they need it.

Our company focuses on 5 areas of service Business Consultancy; IT Support; Technical Consultancy; Security; Cloud & Networks.

T-Tech has created a working environment that is personally and professionally challenging and enjoyable. At T-Tech you will be joining a talented team that values your input and knowledge. We are looking for highly motivated, talented individuals to join us in realising our vision.