



Job Title:	<u>OFFICE JUNIOR - FINANCE</u>		
Organization:	Petroassist UK – Finance Dept	Hiring Manager:	Emily Johnson

Petroassist UK Ltd is part of the Petrotec Group of Companies. We are a nationwide sales, service and installation business, selling and maintaining a range of forecourt equipment including Pumps, Payment Terminals, Tank Gauges and other ancillary equipment. Petroassist UK is the approved Wayne distributor in the UK and Ireland.

The role is primarily involved with working within the finance team, but the candidate will also be expected to support office administration staff.

The role would suit a recent school leaver who is willing to take on a variety of tasks. The chosen candidate will need to be well organised and have excellent time management skills.

Qualification Requirements

High school education

Position Responsibilities:

Opening and distributing the mail
 Updating the cashbook
 Filing monthly invoices

Customers:

- Making credit control calls
- Producing and sending customer statements
- Updating their information
- Logging invoices on customer portals

Suppliers:

- Reviewing supplier statements
- Sending supplier remittances
- Answering supplier queries

Position Attributes:

- Good organisational skills
- Excellent written and verbal communication skills
- Ability to work under pressure and keep to tight deadlines
- Self-motivated and proactive
- Ability to work on your own and with others
- Good working knowledge of Microsoft packages including Word, Excel and Outlook