



Job Description

Title: Receptionist (Finance) Administrator

Reporting to: Finance Manager

Job Purpose: To provide a professional and efficient reception service in tandem with administrative support to the Finance Department.

Reception - Key Responsibilities:

1. RDS Switch

Handling all incoming calls to the RDS switch and re-direct where appropriate to the relevant RDS staff member.

2. Enquiries & Provision of Information

Dealing with enquiries and providing general information relating to event dates, organiser contact details, company directions and other such information.

3. Message Handling

Receiving message for staff members and forwarding at the earliest convenience to ensure clients receive prompt replies and a high quality service.

4. Visitors

Ensuring all RDS visitors are dealt with promptly and courteously and portray a professional business image at all times.

5. Reception Area - Presentation

Keeping the main reception area tidy and presentable at all times.

6. Couriers

Signing courier deliveries and notifying the appropriate RDS personnel.

7. Client Event Meetings

Attending and participating in the weekly Client Event Meetings.

Finance Administration – Key Responsibilities:

1. Lodgements

Preparing daily lodgements for all monies received and posting the relevant journals to the Finance system.

2. Visa Payments

Processing manual visa payments where required and posting the resulting journals to the Finance system.

3. Bank Statements

Entering bank statements on receipt to the Finance system and posting any relating journals.

4. Commercial Invoicing

Printing the invoice notifications daily from the Commercial system and invoicing them through the Finance system.

5. Non-Commercial Invoicing

Invoicing upon receipt all non commercial system generated invoice notifications from Finance, Premises and Catering.

6. Ad Hoc Duties

Participating in any RDS project, event or activity as directed by the Finance Manager and/or Chief Executive.

Person Specification

Personal Attributes:

- Self motivated, professional person. committed to delivery of a first class service to RDS callers and visitors.
- Highly conscientious, flexible and detail conscious with the ability to work on own initiative.
- Strong numerical skills.
- Strong administrative, organisational and business support skills, with the ability to multi-task and to work calmly under pressure.

Qualifications:

- Business/Secretarial Certificate/ECDL Accreditation.

Experience:

- A Minimum of 2 years experience in a similar role.
- Working knowledge of Sun Systems advantageous.

Skills:

- Excellent communication and interpersonal skills.
- Strong customer focus and service delivery skills.
- Proficiency in MS office particularly in Excel.