

# CCS Media Recruitment: Finance Administrator

**Hybrid / Chesterfield Office**

## Overview

The Finance Team at CCS Media has an exciting opportunity as we are seeking to strengthen and grow our team. A keen eye for detail and numerical ability is essential to be successful in this role.

You will have a passion for supporting the business reporting requirements and an eagerness to take ownership of your area of responsibility. You will need to be driven and have the ability to work on your own or in a team.

**Salary** – up to £25k + Career Development + Study Support Industry Qualifications

**Contract Type** - Permanent

## Person Specific:

We are keen to speak to candidates with the following skills and experience:

- Attention to detail & accuracy
- Dynamic, proactive attitude and a desire to improve working practices
- Professional and mature manner
- Flexible, team-based approach to their job
- Good knowledge of excel
- Understanding of accounting fundamentals (debits and credits etc)
- Pride in accuracy and attention to detail in complex financial issues
- Excellent numeracy skills
- Excellent communication skills

## Brief description of duties:

- Multi currency daily bank reconciliations, for multiple companies.
- Setting up and management of company payments, bank account changes, ensuring payments are authorised in a timely manner.
- Posting bank payments, including posting inter-company transactions.
- Processing and payment of cash expenses and credit card statements, checking receipts and posting costing journals.
- Issuing and reconciling petty cash.
- Managing and issuing reward vouchers.
- Assisting with payroll payments and issuing of payslips.
- Setting up new employees and managing changes.
- Support to the Management Accountants and Finance Manager as required.

# CCS Media

ccsmedia.com  
01246 200 200

## Why CCS Media:

CCS Media is a Technology and Supplies Reseller with over 39 years of experience delivering first-class IT solutions and services to organisations of every kind across the UK and beyond.

Our network of 14 Offices and 1 Warehouse and Logistics Configuration centre, secures unrivalled nationwide scale for supply and service, matched with the comfort of local presence. We work with more than 2,000 manufacturer partners and sell more than 1.3 million products as part of the solutions we deliver to our 14,000 customers.

In 2023, we achieved revenues over £277m also we are delighted to have been awarded 2 Stars for Best Companies Outstanding to Work For, Technology's 50 Best Companies to Work For, The UK's 100 Best Large Companies to Work For and 5 regional Best Companies awards.

## Hours of Work:

- The hours of work are 9.00am – 5.00pm Monday to Friday with 1 hour for lunch.

**Please email Claire Walker ([claire.walker@ccsmedia.com](mailto:claire.walker@ccsmedia.com)) or Greg Cork ([greg.cork@ccsmedia.com](mailto:greg.cork@ccsmedia.com)) if you are interested in the position or have any questions about the role.**

## Benefits:

- Pension Scheme
- Personal Development
- Agile working
- Death in service benefit
- Your Birthday as Holiday
- Length of Service awards
- BUPA employee assistance program

## Statement:

This job description is issued as a guideline to assist you in your duties, it is not exhaustive, and we would be pleased to discuss any constructive comments you may have. Because of the evolving nature and changing demands of our business this job description may be subject to change. You may, on occasions, be required to undertake additional or other duties within the context of this job description, and according to the needs of the company.

