

# Job Description

**Job Title:** Finance & Administrative Coordinator

**Reports To:** EA & HR Service Partner (with functional guidance from other Heads of Department)

**Direct Reports:** None

**Job Purpose:** Support Project Teams

The post holder will be a main point of contact within the business for internal administrative and financial support working across multiple teams. The role has a dual purpose, supporting project managers with financial administrative matters as well as support in the day-to-day running of the office and ad-hoc projects. Responsibilities will include managing internal inboxes, general correspondence payments due in line with the project management plans. A self-starter, the candidate will look for ways to instigate or improve systems enabling others to focus on their own deliverables. The candidate will show a genuine interest being involved in projects to assist and support internal teams as required.

## Key Responsibilities:

- Create and coordinate Purchase Orders and payment of invoices
- Ordering of components, parts, supplies for engineering and bio teams
- Ensure QMS documentation is filled out for orders
- Organise postage / transportation of goods
- Ad-Hoc travel organisation / conference organisation support
- Managing internal inboxes and distributing messages accordingly
- Seek ways to improve systems and processes
- Other projects/duties as assigned for the overall benefit of the organisation
- Maintaining databases and information systems in a structured and efficient manner
- Ensuring compliance with Cytomos’ policies, procedures and guidelines, together with all relevant regulatory and statutory requirements
- Engaging with the company’s appraisal process, and demonstrate commitment to our values, behaviours and your continuous personal development
- Performing other reasonable duties and/or projects as directed by your line manager.

## Knowledge, Skills and Experience

KNOWLEDGE (& QUALIFICATIONS)	Essential	Desirable
Educated to Standard Grade level (or equivalent experience).	√	
Knowledge of financial systems and workflows		
SKILLS		
Working knowledge of systems (Xero, Confluence)		√
Competent in Microsoft Office (Teams, Outlook, Word, Excel, PowerPoint)	√	
Ability to work under pressure and prioritise workload effectively, demonstrating an ability to react with appropriate levels of urgency to situations and events that require quick response or turnaround.	√	
Ability to be proactive and work well in a team environment.	√	

Exceptional planning, organisation skills and attention to detail.	√	
A 'can-do' attitude and comfortable asking questions in order to develop solutions and exceed requirements.	√	
Strong verbal and written communication skills.	√	
<b>EXPERIENCE</b>		
Basic accounting principles/Purchase Orders/cost tracking.	√	
Strong administrative and organisational skills.	√	
Managing multiple projects/workload in a fast paced environment.		√
Track record of improving processes / efficiencies within operations.		√