



JOB DESCRIPTION

Finance Administrator

Overview

Solid State plc is a value-added electronics group supplying commercial, industrial and defence markets with durable components, assemblies and manufactured units for use in specialist and harsh environments. The company has particular expertise in industrial and ruggedised computing, displays, battery power solutions, communications including antennas and secure radio systems, imaging technologies, electrical and electronic components.

The Group specialises in complex engineering challenges often requiring design-in support and component sourcing. Serving industries with demands for complex, performance-critical products, the Solid State trading brands have become recognised industry leaders through consistently delivering product quality, high service standards and comprehensive technical support.

Through an in-depth knowledge of its core markets and available technology, Solid State is an established supplier to clients with exacting standards in the defence, energy production, aerospace, environmental, oceanographic, industrial, robotics, medical, life sciences, and transportation sectors.

Headquartered in Redditch, UK, Solid State employs over 400 people across the UK and USA. The business has five production facilities in the UK and two in the USA.

At Solid State Supplies, we value our people very highly and put them at the heart of what we do. From the first day of your employment with us, you will be part of an organisation that strives to make your work rewarding and cares for your safety and wellbeing every day. You'll be made very welcome as part of our team.



Technology For Demanding Applications

Solid State Group | Ravensbank Business Park | Hedera Road | Redditch | B98 9EY | UK

T: +44 (0)1527 830 666 | E: investor.information@solidstateplc.com | W: www.solidstateplc.com

Registered No & Address: 04403746 | Ravensbank Business Park | Hedera Road | Redditch | B98 9EY | UK



Summary Details

Job Type:	Office based
Job Title:	Finance Administrator
Location:	Redditch, Worcestershire
Hours:	37.5 hours per week worked Monday – Friday
Salary Package:	Competitive
Benefits:	26 days holiday plus Bank Holidays, increasing with length of service Annual discretionary bonus after 1 year service Pension – 5% employee, 4% employer (salary sacrifice) Development opportunities relevant to your role Enrolled in Employee Share Scheme following 12 months service. Access to Westfield Healthcare scheme, including: <ul style="list-style-type: none">• Corporate Health Cash Plan including cover for dependents.• Employee Assistance Programme• Discounted Gym membership• Retail & Travel discount scheme• Wellbeing App

The type of person we are looking for:

As our Finance Administrator, you will support our existing finance team by performing a variety of administrative and financial tasks. You will be a highly capable and professional administrator, with excellent administration, organisation, communication and IT skills. You will be an integral part and be a valued member of a highly successful finance team.

This role would be ideal for someone who is seeking to start their career in finance, or who has some finance experience and is looking to step back from more demanding roles. If you are looking for a step into a Finance career, full training will be provided to ensure that you have all the necessary skills and knowledge to succeed. Career progression within this role is possible for the right candidate, as the role develops over time.

The Role

This role encompasses the following responsibilities (this list is not exhaustive):

- Managing Accounts inbox
- Inputting and processing of business receipts and purchase invoices on more than one accounting system, ensuring consistency across platforms.
- Answering and dealing with calls and emails to the accounts department

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- Assist in day-to-day treasury activities, including setting up payments, intercompany transfers etc.
- Reconciling multiple currency bank accounts
- Prepare control account reconciliations for petty cash.
- Run weekly cashflow reports ready for the Management Accountant to analyse.
- Set up new beneficiaries on the banking facility, following strict anti-fraud checks.
- Manual customer invoicing/credits
- Daily sales invoice generation and sales ledger daybook checks
- Run sales invoices daily at a prescribed time.
- Receiving, processing, and filing paperwork
- Dealing with daily post
- Provide cross functional support with other colleagues.
- Assist the Finance Manager and Management Accountant with the year-end audit.
- Facilitating supplier payments (holiday cover)
- Any ad hoc duties as required.

Key Competencies

- Excellent attention to detail.
- Excellent organisational and time-management skills.
- Able to meet deadlines.
- Proficiency in Microsoft Office Suite, particularly Excel.
- Ability to work independently and as part of a team.
- Have excellent communication skills with the ability to communicate effectively with team members and other employees both written and verbally.
- Flexible and adaptable to change with a positive and driven attitude.

Useful Additional Expertise (desirable but not essential)

- Experience of using accounting software
- Experience of Online Banking systems



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