

## Finance and Administration Assistant

We have a new vacancy for an assistant within our finance and administration team to assist in the processing of our increasing daily workloads.

You will be based out of our Warrington location however we are happy for the role to be part time (approximately 25-30 hours per week Monday to Friday), with specific hours to suit the chosen candidate.

### What you'll do

You'll work within the existing small team, to assist with all aspects of finance and administration, from documentation control, contract administration, through to purchase ledger processing and ordering, all using the latest business software.

### What to bring

You'll have a methodical and organised approach to work, excellent communications skills (both verbal and written) with a willingness to contribute and be a key part of a small team.

You should be highly numerate with good attention to detail and be able to work accurately under pressure.

Experience in a similar role would be an advantage along with an understanding of Microsoft Office and Sage accounting products, although training will be given.

### What we offer in return

We will provide you with all the tools and relevant training to enable you to fulfil the role.

As well as a competitive package, this role gives you the opportunity to build your knowledge and skills, whilst working with the latest technologies.

You will initially receive 25 days holiday per annum rising to 27 days after completing 3 full years. In addition we offer a personal pension scheme, life insurance cover, and other benefits, including a canteen and gymnasium on site for the use of staff.

## About Datel Advansys

Datel Advansys is a specialist in IT infrastructure solutions, from initial design, architecting, configuring, implementation, through to full monitoring and management of Private and Hybrid Cloud Solutions for mid-market businesses.

Our primary route to market is working with a number of business partners whose customers want to move to a cloud based solution, outsourcing key components of their IT solutions whilst maintaining high levels of security and availability often across multiple geographies around the world.

We are committed to quality processes and industry best practice for IT service management, security and support in line with ITIL principles and ISO standards and all staff have been through the Baseline Personnel Security Standard.

We have a loyal and growing customer base that stay with us for our exceptional service and support, delivered by our highly skilled team. We invest in our people through development, training and support.