



Come and work with us!

We are recruiting a Finance & Administration Assistant

£19,000 -£21,000 dependant on experience

NanoSUN is a new Company formed in 2017 working in the green energy sector and voted the best start up in Europe in the Shell New Energy Challenge earlier this year.

We have an exciting opportunity for an organised, professional, committed and enthusiastic Finance and Administration Assistant to support the smooth running of this exciting growing company. The successful candidate will be able to work effectively in a busy office with close attention to detail. We are seeking to recruit a colleague with both the commitment, personal drive, enthusiasm and energy to contribute to the team in our friendly, inspirational company.

Job Description

- Handling office tasks such as setting up meetings & re-ordering supplies
- Making travel arrangements such as booking flights, cars and hotels
- Screening incoming phone calls
- Entering information into databases
- Managing Accounts Received & Payable and dealing with daily bank transfers
- Bank reconciliations
- Allocating payment to the correct accounts
- Organising deliveries to site and stock systems
- Inputting data in Excel spreadsheets
- Other admin tasks

This role would suit someone who is looking for experience in an admin position and an accounts clerk role. The successful candidate will be a competent IT user particularly working on Excel. They must be accurate, be naturally numerical and be a good team player. In return, they will receive a competitive salary, and the opportunity of joining a business at an exciting time of growth where there will be development opportunities within the team. If you have the above skills and are looking for a new and exciting role, please send a covering letter and your CV to jennie.hodgson@nanosun.co.uk. If you would like to discuss this role before applying, please contact Jennie Hodgson on 01524 635170.

The position attracts a salary of £19,000 - £21,000 per annum dependant on experience. Employees receive 27.5 days annual holiday in addition to the 8 Public Holidays. NanoSUN is a flexible employer and applications are welcome either on a full-time basis or 0.8 FTE equivalent.