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Finance and Administration Assistant

A bit about us

EMH Technology is a leading IT Managed Services provider, delivering an end-to-end IT service for our clients. Established in 2005, we have built our business on strong IT service delivery and providing technical solutions to meet our clients' individual needs. We are proud of our excellent customer service record, the foundation of which is delivering on our promises when we say we will.

What we are looking for

Due to continued business growth, we are looking for a Finance and Administration Assistant to join our company. This is a varied role working across the business to support the Finance and IT teams. This position will suit someone who can demonstrate they are reliable, proactive and highly organised, and are used to managing recurring tasks alongside ad-hoc requirements.

We need a great team player, with a commitment to the success of the company, and someone who is a positive person to be around.

Summary of role

Typical duties for the person in the role will include assisting the finance and admin teams with drafting invoices and bills, contacting clients with order updates, liaising with suppliers, and monitoring office supplies. The role will also involve assisting the IT support team with drafting quotations for clients and aiding with admin tasks as required, including subscription provisioning and licence reporting.

Why you will want to work for us

EMH Technology is proud to foster a workplace free from discrimination. We believe that equality, diversity of experience, perspectives, and background leads to a more inclusive environment for our employees, and a better service for our clients. The training and development of our employees is something we value deeply. We are committed to continuous investment into their personal growth, providing clear paths for progression, and equipping them with the tools and training required.

Together with a competitive salary and benefits package, we offer a flexible attitude to managing your work life balance by allowing hybrid working (home and office).

Job description

POSITION	Finance and Admin Assistant	DATE	January 2025
HOURS	Core office hours are 9am to 5pm Monday to Friday, although part time (minimum 20 hours) over four or five days is possible.	DAYS	Monday to Friday
SALARY	Dependant on experience.	LOCATION	Hitchin
BENEFITS	<ul style="list-style-type: none">• Flexible approach to office/home working• Equipment provided to enable working from home• 20 days annual leave plus bank holidays (increasing by 1 day every 2 years, up to 25 days)• Private medical insurance (once probation passed)• Death in service cover (once probation passed)• WorkSave Pension Plan available• Free on-site parking• Training courses encouraged and funded		

It is the company's intention that this job description is seen as a guide to the major areas and duties for which the jobholder is accountable. However, the business will change, and the jobholder's obligations are bound to vary and develop, so the job description should be seen as a guide and not as a permanent, definite and exhaustive statement.

Main duties and responsibilities

- Create draft invoices and bills.
- Put quotations together for clients.
- Follow up with suppliers to confirm or change orders.
- Track orders and ensure timely delivery to client address or our office.
- Update internal databases with order details.
- Aid the support team with any admin tasks they need.
- Assist in liaising with suppliers to provide quotes for clients.
- Prepare regularly scheduled reports.
- Coordinate office maintenance and equipment repairs.
- Monitor and order office supplies.
- Conduct market research to identify pricing trends.
- Update and maintain finance and admin documentation.

General requirements

- Ensuring all responsibilities are met in accordance with company procedures.
- Understanding the need for confidentiality when dealing with both internal and external information.
- Sound knowledge of the company's service offering.

Person specification

Criteria	Essential	Desirable
Qualifications	At least five GCSEs (or equivalent) of grades A*–C (9–4) including Maths and English	A-Levels or other Level 3 qualification
Knowledge/ Experience	Proficient in MS Office (e.g. Word, Excel, Outlook)	Previous experience in a similar role
Skills, Abilities and Competencies	<ul style="list-style-type: none"> • Ability to take a proactive approach to resolving issues • High level of accuracy and attention to detail • Excellent approach to customer service • Strong written and verbal communication skills • Comfortable working flexibly within a team and on your own • Ability to prioritise workload and complete tasks to deadlines 	
Personal Attributes	<ul style="list-style-type: none"> • Personable and friendly – a positive person to be around • Team player • Strong commitment to the success of the company 	
Other	Please ensure you are eligible to work in the UK as we are not able to accommodate sponsorship	Full driving licence and access to a car

If you like what you have seen and feel you have the skills required to excel in this role, EMH Technology Ltd would love to receive an application from you now! Please send your CV and a covering email (including salary expectations) to apply@emh.tech

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