



<u>Job Title:</u>	Transactions Team Assistant
<u>Sertec Site:</u>	Wincaster House
<u>Hours:</u>	8.00am – 5.00pm (Monday – Thursday) 8.00am – 1.00pm (Friday)

Main Purpose of The Position:

The Transactions Team Assistant will be responsible for building strong relationships with key stakeholders at their nominated sites to aid the resolution of end-to-end transactional activities. Working accurately and efficiently they will ensure that income and payment transactions are completed in line with deadlines to meet set KPI's. Supporting the Transactions Team Leader to identify issues and implement improvements within the function.

Key Requirements:

The successful candidate will exhibit excellent customer service skills and have a passion for delivering results within an accounts environment. Working within a fast paced and demanding environment, you will be able to work methodically, taking ownership of transitional activities in line with strict deadlines. You will have a working knowledge of Sertec in-house systems (e.g. Pro IV) and be IT literate (e.g. Excel/ word).

A strong team player, you will be able to build relationships with colleagues and be able to advise/ influence transitional activities to achieve results.

You will be highly self-motivated and display an interest in improving processes to support the success of the department.

Ideally you will hold an accountancy qualification and a Full and valid driving licence as travel to other sites will be required.

“Sertec strive to create a welcoming and collaborative environment where all our employees can bring their authentic selves. We show respect and care towards one another and work together to create a safe and collaborative environment where all thoughts and opinions are welcome.”

How To Apply:

Please apply for this vacancy via email attaching a CV, stating the reason you are applying and why you feel you would be suitable for this position. Please note only electronic applications will be considered and a copy of the full Job Description available upon request.

Please note, if invited for an interview, please, out of courtesy, make your current line manager aware"

This should be sent to: Tracey Smith, Senior HR Business Partner via email (tracey.smith@sertec.co.uk)

Closing Date:

Tuesday 5th July 2022