

Requisition Number:

## Job Description.

HORIBA MIRA is a global provider of pioneering engineering, research and test services to the automotive, defence, aerospace and rail sectors. We work in close collaboration with vehicle manufacturers and suppliers around the world, providing comprehensive support ranging from individual product tests to turnkey engineering design, development and build programmes.

With over 70 years' experience in developing some of the world's most iconic vehicles, our engineers utilise the latest test facilities and simulation tools to make vehicles and journeys safer, cleaner, more efficient and rewarding. Our suite of 37 major test facilities, 100km of specialised proving ground and wealth of engineering experience, combined with our expanding international presence, means we are confident that we can achieve our vision – that by 2020 every journey in the world will be positively influenced by us.

Progress towards achieving our vision has been significantly accelerated through the creation of MIRA Technology Park, Europe's largest transport technology R&D cluster. By applying our advanced engineering, test and validation capabilities to our customers' challenging programmes, we are already shaping journeys of the future

<b>Title of Job:</b>	Finance Assistant			
<b>Department:</b>	Finance			
<b>Grade:</b>	1K			
<b>Date Required:</b>	Immediate			
<b>Salary Range:</b>	Competitive			
<b>Number Required:</b>	1			
<b>Location:</b>	Nuneaton			
<b>Contract Type:</b>	<b>Permanent:</b>	Yes (Part Time)	<b>Contractor:</b>	No
<b>Responsible To:</b>	Finance Manager			
<b>Subordinates:</b>	None			

Main Purpose of Job
<ul style="list-style-type: none"> <li>Work as part of a small Accounts Receivable and Accounts Payable team</li> </ul>

Key Functions
<ul style="list-style-type: none"> <li>Assist in logging &amp; matching of supplier invoices and credit notes in line with company policies.</li> <li>Flexibility to cover and assist other team members if required.</li> <li>Follow up with customers to ensure timely receipts of payments</li> <li>Assisting with customer credit checks</li> <li>Dealing with customer queries that relate to invoicing</li> <li>General accounts receivables administrative support</li> <li>Assist in keeping process notes up to date</li> <li>Assist in ESC receipt allocations</li> </ul>

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Essential Qualifications	Preferred Qualifications
<ul style="list-style-type: none"> <li>Competent level of English &amp; Mathematics</li> </ul>	<ul style="list-style-type: none"> <li>Basic accounting knowledge</li> </ul>

Essential Experience	Preferred Experience
<ul style="list-style-type: none"> <li>Previous experience of working in an Accounts Payable/Receivables team</li> </ul>	<ul style="list-style-type: none"> <li>Previous experience of Open Accounts software or similar accounting systems</li> </ul>

What is the candidate likely to be doing now?
<ul style="list-style-type: none"> <li>Working in a similar role within an Accounts Payable/Receivable department.</li> </ul>

Other information
<ul style="list-style-type: none"> <li></li> </ul>