

**Are you passionate about technology? Do you want to design the future of Manufacturing 4.0?**

At Global Inkjet Systems (GIS) we are passionate about the technology involved in industrial inkjet printing and we are a part of revolutionising the way the world manufactures!

As part of Nano Dimension, we are building the industrial printing and manufacturing of the future through the design of tailored next-generation software, ink delivery systems and advanced printing components for our customers globally.

Our people are at the heart of what we do, it's our passion, innovation and ability to work collaboratively, communicate openly and resolve complex challenges that make us the award-winning company we are within our industry.

**The role**

GIS has an exciting opportunity for a Finance Administrator to come join our small finance team in North Cambridge. We are looking for a Finance Administrator who can work a minimum of 30 hours per week and provide day-to-day transactional accounting support to the finance team.

**Duties will include but are not limited to:**

- Managing the sales ledger and debtors chasing
- Processing Invoices
- Setting up supplier bank payments
- Review and approval of staff expenses
- First point of contact for the customer support team and supporting with queries
- Reconciling credit and debit notes Tax and Vat
- General bookkeeping and admin duties including managing the business amazon account
- Supporting other teams within the business

**Desirable experience and qualities:**

- Studying toward or completed the relevant accountancy qualifications (AAT)
- Experience working within a fast-paced finance department with ability to hit the ground running
- Excellent verbal and written communication skills with attention to detail
- Knowledge of SAGE and excel is preferable but full training will be given
- A positive attitude towards learning and working in a team.

**In addition to a competitive salary, the role offers an attractive benefits package:**

- Pension contributions
- Private health insurance
- Life insurance
- Company-funded staff kitchen with snacks, chocolate, drinks and fruit
- Company-funded social events
- Company-funded charity committee
- 25 days annual leave
- Cycle-to-work scheme