

## Job Description



**HOBART**

**Job Title:** Part-Time Financing Administrator  
**Reports To:** Financing Manager  
**Business Unit:** ITW (FEG) Food Equipment Group Leasing UK Division  
**Purpose of Job:** To support & assist with the processing of all finance & lease agreements for Hobart, Foster Refrigerator, Gamko & Avery Berkel  
**Responsible for:** N/A

### Position Responsibilities

The Financing Administrator role includes but is not limited to:

- Create weekly payment requests for approval/processing
- Verify invoices and solve discrepancies ready for payment
- Recording & Managing Suspense Account
- Producing VAT Statements
- Handle incoming customer enquiries efficiently and effectively
- Follow up calls on expired agreements
- Collating invoices/agreements in preparation for activation
- Tracking delivery dates, analysing divisional reports, requesting invoices where necessary
- Document management system
- Managing secondary rentals on expired lease agreements
- Raising annual consumer statements

### Key Skills and Attributes

- Previous experience in a similar role is desirable but is not essential
- Attention to detail and good organisational skills
- Detailed-oriented with good literacy & numeracy skills (GCSE Grade 5 or above, or equivalent)
- Adaptability to work under pressure and solve problems
- Ability to work on own initiative
- Excellent telephone manner, with the ability to communicate effectively
- Competent user on a PC including Microsoft Office packages
- Basic Excel Skills (training can be provided)

### Development

Development within the company in this or other roles will be dependent on the commercial needs of the business and the personal ability and drive of the job holder.

