



Become part of our SWARCO team as

Project Administrator (Finance)

Location: Hemel Hempstead, United Kingdom | Full time

Your Challenge

Your Challenge

After significant expansion in recent years, SWARCO Smart Charging Ltd. is looking to appoint a Project Administrator with a background in Finance to become an integral part of the Project Delivery Team. Reporting to the Project Coordination Manager the role will be responsible for managing the financial performance of the entire portfolio of projects being delivered by SWARCO Smart Charging. As this role is finance focused the successful candidate must have previous finance administration experience. The ideal candidate will be based close to the office in Hemel Hempstead.

Key Responsibilities

- Loading of all project financial information to finance system
- Produce project revenue forecast reports
- Approve supplier invoices
- Responsible for all supplier purchase orders for installation projects
- Be the main point of contact between the Project and Finance teams
- Track and receive client orders – check against tender for accuracy
- Carry out invoicing for installation projects
- Invoice triggers
- Margin reporting
- Cost analysis (internal and external)

Your Profile

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- Previous experience of working in finance administration
- Excellent attention to detail
- Good written and verbal communication skills
- Ability to multi-task
- Good judgement and decision making skills
- Time management and the ability to prioritise key tasks
- Exceptional numeracy & financial management skills

Your Benefit

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As well as providing a competitive salary and benefits package, we actively run employee opinion surveys as part of our drive to provide a comfortable and supportive working environment. We will support your development and you will also receive:

- 37.5 hours per week
- 25 days holiday with bank holidays in addition
- Your Birthday off
- Employer pension contributions

- Employee Assistance Programme
- Life assurance

Interested?

If this sounds like the role for you and you have the applicable skills required we want to hear from you.

Please apply by clicking on the apply button

Applications are shortlisted on a rolling basis, and we reserve the right to interview and appoint before any advertised closing date. We therefore, encourage you to apply at the earliest opportunity to avoid disappointment. Applications received after the closing date will not be processed.

We have a responsibility to ensure that all employees are eligible to live and work in the UK, therefore successful candidates must have the right to work in the UK by the start of their employment. We are an equal opportunities employer.

Should we require recruitment agency involvement, we will contact the agencies on our PSL, and we would ask that you respect the relationships we have already built with these suppliers. If an agency submits an unsolicited CV to any partner or employee of our company, you should be aware that they have no authority to enter into an arrangement with you.

#LI-GB1

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Become a part of SWARCO. We look forward to receiving your comprehensive application via the online tool.

Apply now

SWARCO Smart Charging
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Maxted Corner
Maxted Road Hemel Hempstead
HP2 7RA United Kingdom T. +44 20 8421 2411

Information on processing of your personal data is available [here](#).