



Role Profile

Position: Shared Service Administrator (FTC)- Fixed Term Contract

Location: Stapeley, Nantwich

Reporting to: Credit Control Manager

Genus PLC:

Genus is a FTSE 250 company, headquartered in the UK and listed on the London Stock Exchange. With revenues of around \$600 million, it has a workforce of approximately 3,000 employees throughout the world. Genus has been one of the best performing stocks on the London Stock Exchange.

Genus is a global market leader in bovine and porcine genetic improvement, Genus helps its customers in the dairy, beef and porcine supply chains around the world. Genus' vision of "pioneering animal genetic improvement to help nourish the world" is supported by its core values to be customer-centric, results-driven, pioneering, people-focused and responsible.

Overview:

Reporting to Credit Control Manager role is an excellent opportunity for someone seeking to gain experience in a shared service environment within a people centric, global business. The role is split 50/50 between Credit Control and Accounts Payable.

Essential duties and responsibilities include:

1. Cash input and allocation
2. Invoice capture: batch invoices and process them on the Oracle system and match invoices to the relevant purchase orders.
3. Working with sales team and customers to proactively reduce aged debt
4. Working with the Customer service team and field support staff to manage queries
5. Input invoices and send them to the relevant person within the business to obtain coding and approval.
6. Exception handling: liaise with suppliers and employees within the business to resolve queries. This includes invoice, statement and payment queries.
7. Chasing outstanding payments

The ideal candidate:

Ideally you will have prior experience of working in a shared service or finance department and;

- Excellent organisational skills with the ability to work under pressure to achieve deadlines.
- Good system skills including MS Office and Oracle preferable
- Hands-on, with a can-do attitude.
- Strong communication skills to team members, the wider business and other stakeholders.
- Positive and proactive, helping to form a team culture within the finance department.
- Confidential and discrete in all aspects of work and information handled in the course of their duties.

- Able to work with a high level of accuracy and attention to detail under pressure in a fast-paced environment.
- Reliable and accountable for their actions.

Desired Skills/qualifications/Experience:

- Computer literate with knowledge of Microsoft Office applications, Excel and Oracle (preferred but not essential)
- A good communicator with, confident telephone manner and interpersonal skills
- Able to work as part of a team with shared workloads as well as driven to work on own initiative