

Job Title

Finance Office Junior

Who We Are

Boston Limited has been providing cutting edge technology since 1992 using Supermicro® building blocks. Our high performance, mission-critical server and storage solutions can be tailored for each specific client, helping to create your ideal solution.

Since its founding in London, UK, Boston has expanded operations globally. Following on from the successful launch of Boston IT Solutions India in 2009, Boston launched Boston Server & Storage Solutions GmbH in Germany a year later, with offices also opening on the West and East coast, USA in 2012.

Boston's high performance, mission-critical server and storage solutions can be tailored for each specific client. We help you create your ideal solution - customising the specification, design and even full custom branding - helping you solve your toughest business challenges simply and effectively.

What it means to work for us

We endeavour to be the best in our field and to achieve this we look for a range of talented individuals, ensuring that they feel valued throughout their employment with us – because we want our team members to get up in the morning excited to come to work – where work doesn't feel like work! Through great workplace practices and ensuring our employees are well-supported and encouraged to continuously learn and grow.

As an employee of Boston, you can look forward to working in a dynamic environment where no two days are the same. The workforce is lively and enjoy benefits such as;

- Pension scheme
- Healthcare Insurance
- Life insurance
- Regular Companywide team building activities and events
- Perkbox
- Weekly free fruit deliveries
- Cycle Scheme
- Subsidised gym memberships
- Employee of the Month / Year
- Flexible working scheme
- 21 days holiday excluding bank holidays which can go up to 30 by earning more over time

Job Description:

- Invoicing – invoice all dispatched delivery notes and resolve all queries
- Banking – log all incoming payments daily
- Manage Overrides – manage credit limits to ensure shipments are processed efficiently
- Reviews – review orders so they can be dispatched and shipped
- Assist the AR Supervisor when required
- Month/half year/ year end reconciliations – perform month end reconciliations for submission and other month end tasks
- Daily HIF declarations – Upload Invoice & credit note values daily to bank as part of the HIF declarations
- Bank transfers – obtain approval for transfers
- Troubleshooting - Assist other departments with queries
- Customer Service – Assist customers with queries
- New customer background checks – obtain all relevant information for KYC checks
- Prepayments – Check all payments for pre-payment customers when requested by Sales & orders
- Refunds – obtain and process correct documentation for customer refunds
- Credit notes - Process credit notes relating to supplier returns

Last reviewed 09/09/2022