

Careers

Business & Finance Administrator (Placement), Belfast

Join our expanding team of innovators and technical professionals in delivering solutions that have an impact on our purpose to clean and decarbonise the air.

Position Responsibilities

- Raising POs for supply ordering on Smartsheet/Xero.
- Matching POs to invoices and posting on Xero.
- Reconciling Credit card statements.
- Correspondence with Suppliers / Business Partners.
- KPI recording and reporting.
- Online folder management.
- Inputting/report maintenance and testing activity.
- Ordering items required for the office.
- Helping Marketing team with events.
- Inventory checks.
- Diary Management for executive team, meetings, flights, hotels etc.
- Logistics and Trader Support Service.
- Other finance / administrative duties as they arise.

Essential Requirements

- Must be an EU citizen or possess a current UK Tier 1 Visa or Tier 2 visa and eligible to take up full time, permanent employment. EU candidates must also demonstrate they are eligible to take up UK employment post-Brexit.
- Be a self-starter, fast learner with have lots of energy.

- Be able to take a hands on approach and fit in with CATAGEN's culture.
- Experience and or knowledge of using software platforms - ie Smartsheet, Hubdoc and Xero, experience would be beneficial but not necessary. Training can be provided.
- A good understanding of Excel / Outlook / Microsoft Teams

Desirable Requirements

- Experience in using Smartsheet, Hubdoc and Xero.
- Experience outside of the degree – this could be part-time or voluntary work

Benefits:

- Competitive basic salary commensurate with experience.
- Benefits package including – Company Pension, Private Medical, Cycle to Work Scheme etc.

Placement Students who impress on their one-year placement may be made an offer of part-time work when they return to final year of university with the potential of a job offer on completion of their degree.

Interested? Apply today via your university portal - My future or Handshake

About CATAGEN

CATAGEN is a pioneering testing facility delivering industry leading emissions data to global OEMs and stakeholders. Based in Belfast, our independent services provide unrivalled metrics to optimise catalyst development and reduce harmful tailpipe emissions.

Technology, talent, and a united sense of purpose have taken CATAGEN to launch ClimaHtech, a configurable system which uses advanced climate technologies to produce green hydrogen and e-fuels.

Our testing and climate technologies are shaping the environment of our future by working towards cleaner air for our cities.

Values

ONE CATAGEN - We put 'we' before 'me' working across boundaries, holding each other accountable and working as a cohesive team.

FEARLESS - We challenge ourselves to push beyond what we think is possible by taking risks and learning new skills.

CUSTOMER OBSESSED - We actively engage, listen and learn from our customers, making it easy to work with us. We deliver solutions in a timely and accurate manner.

ECONOMICALLY DRIVEN - We're ambitious in our 'financial goals' whilst being prudent with resources. We respect that we are a corporate business whose first goal is to be financially secure and to grow and identify new opportunities.

SUSTAINABILITY - We built CATAGEN 'to clean and decarbonise the air', to impact climate change through the development of innovative Net Zero Technologies.