

Wanted: Junior Business Systems Administrator

We are seeking a Junior Business Systems Administrator to be responsible for the day to day maintenance and support of the company billing systems. The role will look after the daily compliance and processing requirements as well as the projects related to these systems.

We're the largest web host in the UK and we're based in spanking new offices near Heathrow.

This role will work closely with our billing, credit control and finance teams to ensure that business processes, policies and procedures are followed and that any findings are reported on to improve quality.

Primary responsibilities of the job:

- Aiding the synergy of business applications
- Development and integration of the finance systems
- Systems auditing
- Maintenance and support of the finance applications (software)
- Ensuring processes run efficiently
- Development of the billing systems
- Enhancing procedures and ensuring continuity
- Security and user set up
- The finance application servers used by the business (hardware)
- Contact between the 3rd party application providers
- Liaison between other areas of the business regarding business process
- Training and training documentation
- Projects, business unit systems integration and application infrastructure
- Process, policy and procedure compliance

Ideally, you'll be able to demonstrate excellent knowledge in a Microsoft Windows environment, using Office, email and the internet. You will also have business and systems analysis and documentation skills, and be conversant in up to date business computer systems, with experience in an IT support office environment.

You're also likely to have:

- Knowledge of a .com business lifecycle
- An understanding of development and delivery of testing strategies
- An understanding of the project management lifecycle (Prince2 or ITIL)
- Excellent oral and written communication skills
- Excellent numerical & analytical skills, with the ability to interpret data and present it in a clear, concise and logical format
- Ability to work on own initiative and within a team environment
- Ability to manage workload and time according to deadlines set
- Keenness to develop and drive the business systems forward
- Experience of working within a busy department
- Ability to prioritise and complete multiple tasks

More about us

We're a nice bunch of people based at offices in Stockley Park. It's a relaxed office environment just a couple of miles from Heathrow airport, but tucked away from the flight paths. It's basically a leafy business park in a great location.

You can reach us easily by car (5 minutes from the M4) and you can park for free. Or come by train - we're just 10 minutes from the station.

We pay a good salary and offer plenty of benefits, like private healthcare, company pension and life assurance.

To apply:

If you're interested, please email your CV and a covering letter to vacancies@webfusion.com. Don't forget to tell us which role you're applying for. Please include a covering letter, curriculum vitae, and some links to where we can see your work, plus your current and expected salary.