

Contracts/Finance Administrator

Part Time | Chalgrove Oxfordshire, Great Britain

Job summary

We are seeking a detail-oriented and adaptable Contracts Administrator to support the effective administration of SAP contracts on a part-time basis. This role is responsible for maintaining accurate financial and commercial linkages, helping to ensure that contract setup, amendments, pricing and billing-related information are correct and up to date. The successful candidate will work closely with the Customer Service and Finance departments, communicate confidently with stakeholders at all levels, and manage sensitive information with accuracy and discretion. Strong Microsoft Office 365 skills are essential, and previous SAP experience is highly desirable.

Duties and responsibilities include, but are not limited to:

- Maintain and administer SAP contract records, pricing schedules and renewals
- Ensure financial and commercial linkages are accurate across SAP and supporting systems
- Check contract setup, amendments, milestones and invoicing triggers for accuracy and completeness
- Support month-end activities by reconciling contract data, raising discrepancies and helping resolve issues promptly
- Ensure the invoices for the Resident sites are prepared accurately
- Prepare reports, trackers and audit-ready records for contracts, variations and approvals
- Manage own workload effectively within a part-time, basis of 3 days per week or 9am – 3pm Mon – Thurs and 9 – 2pm Friday
- Work closely with the Customer Service and Finance departments to validate billing, costs and contract changes
- Monitor expiry dates, notice periods, service levels and commercial obligations
- Maintain document control for signed contracts, change requests and supporting correspondence
- Respond to internal queries relating to contract data, pricing and service arrangements
- Identify risks, missing information or inconsistencies and escalate where required
- Use Microsoft Office 365 tools to maintain accurate records, reports and communication

Skills/qualifications



- Previous experience in contracts administration, commercial administration, finance support or a similar role
- High attention to detail with the ability to check, reconcile and maintain accurate data
- Strong IT literacy – Microsoft Office 365 (Excel, Word, Outlook and PowerPoint) is essential
- SAP experience is highly desirable; confidence working across systems and reports would be advantageous
- Able to communicate clearly and confidently with Customer Service, Finance and wider stakeholders
- Organised, adaptable and able to prioritise work effectively within a part-time schedule

Important behaviours to have in line with our company values

- Appreciation – Recognises the achievement of others
- Creativity – Is resourceful and innovative
- Courage – Willing to learn and try new things
- Openness – Always approachable and helpful
- Reliability – Consistently gives their best

Local benefits

Some locations have local benefits; please speak to a member of the management team.

