

JOB ROLE PROFILE

Job Title:	Finance Assistant
Reports to:	Management Accountant
Work Location:	Jubilee Mill, Murton, York, YO19 5UT
Hours of Work:	40 hours per week, 8:00am – 5:00pm (inclusive of 1-hour unpaid break for lunch), Monday - Friday
Job Type:	Permanent
Shift Work:	No
Driving License:	Full UK Driving Licence is recommended due to the location of the site.

Benefits

- Free onsite parking
- Employee discount
- Cycle to work scheme
- Company sick pay
- Company pension
- Company events
- Performance related annual bonus

About Us

Founded in 1926, Thompsons of York produce and supply the highest quality animal feeds to British farmers. Our mill is fully accredited to the Universal Feed Assurance Scheme (UFAS), ensuring feed products match the demands of the major retailers. We have always taken pride in the quality, safe manufacture, handling, and storage of our feeding stuffs. Our customers know and trust the Thompsons name and the food safety assurances that enable them to compete in their markets.

Job Purpose

We are looking for an enthusiastic and motivated Finance Assistant to join our team at Thompsons.

We are looking for someone with high standards, who can remain accurate while working in a fast-paced environment. Preferably applicants would have previous experience within a similar role and have an interest or background in agriculture would be advantageous.

Key Responsibilities

Reporting to the Management Accountant, key responsibilities are detailed below:

- Issuing invoices for all sales made by the company.

- Recording and maintaining a reference system for invoices so that transactions can be easily tracked.
- Receiving customer payments, recording cash, cheque and card transactions.
- Carrying out daily company banking tasks including cash handling and driving to and from the company bank as necessary.
- Reconciling invoice records with outstanding and aged debt.
- Working with customers, sales representatives, and managers on credit control and in recovering outstanding debt.
- Reconciling cash and records from the retail area of the business (Country Store).
- Weekly Bank Reconciliation
- Verifying the validity of account discrepancies by obtaining and investigating information from customers, customer service staff, sales representatives, and managers.
- Producing fortnightly debtors reports for each Sales representative.
- Managing the company system for direct debits.
- Involvement in preparing for the annual audit and working with the external auditors to provide evidence for testing of transactions.
- Providing cover for the customer service team, by taking and logging orders, and by communicating with relevant departments (Transport/Production/Sales) to ensure that orders are processed correctly.
- Providing cover for the Purchase Ledger Administrator as required.
- Shared responsibility for day-to-day tasks which fall within the scope of an office administrator including, but not limited to, answering the phone and directing enquiries.

In addition to the above, the post holder will be expected to carry out any reasonable task which falls within the scope and purpose of the post and which managers feel lies within their capabilities.

Personal Skills

- Approach everything you do with integrity and confidentiality
- Ability to be able to motivate yourself and work independently
- Ability to build strong relationships within the company with other departments and key customers & suppliers
- Flexible, can-do attitude with the ability to cope working across a range of areas in a busy commercial environment
- Excellent time management skills and the ability to work to tight deadlines
- Excellent numeracy, written and verbal skills
- High levels of accuracy and attention to detail

If you think you have the skills and experience, we are looking for, we would love to hear from you!

Here at the BATA Group equality, fairness and diversity are the foundation of our organisation. We are proud to be an equal opportunity employer who is fully committed to a policy of treating all its employees and job applicants equally. We value the differences that a diverse workforce brings to our organisation and encourage applications from everyone.

Due to the high number of applications if you have not heard from us within 14 days from submitting your application, please assume you have not been successful on this occasion.