

JOB DESCRIPTION

TITLE: TRAINEE FINANCIAL ASSISTANT
REPORTS TO: FINANCIAL DIRECTOR
LOCATION: DISS, NORFOLK, UK
TYPE: FULL TIME

KEY RESPONSIBILITIES

- Operate, develop and improve accounting processes, procedures and systems.
- Ensuring accurate, high-quality reporting is in place to support financial decisions.
- Provision of accounting support to the operational and commercial teams within the business, as well as to the UK and Regional Directors.

GENERAL DUTIES & RESPONSIBILITIES

Initial duties & responsibilities;

- Maintaining workflow by responding to and processing incoming accounts emails
- Processing and maintaining all necessary records including invoices, expenses, credit cards, payments and other transactions
- Liaising with suppliers on invoice or payment queries
- Preparation and issuance of sales invoices
- Reconciliation, including posting and balancing
- Preparation of the weekly reports accounts slides

Extending to;

- Preparation of job profitability statements
- Assisting in the preparation of monthly management accounts
- Preparation of reports on debtors and creditors
- Accruals and prepayments
- Assisting with completion of quarterly VAT returns
- Assisting with year end analysis
- Assisting with budget setting and monitoring including variance analysis
- Development of reporting requirements using the Company's SAP B1 system
- System and process development and implementation for new entities
- Working closely with individuals across the business at all levels
- Deal with any other day-to-day issues which may arise, or other duties as required by the Management Team as appropriate to the scope of the role.

Support other finance functions as required with the following;

- Scheduling and arranging payments in accordance with agreed credit terms
- Credit control and management of ledgers
- Cashflow forecasting and daily management of global cash position including currency management
- Managing cash, credit and exchange risk
- Co-ordination of client due diligence requests
- Preparation and issuance of sales analysis reports

QUALITY, ENVIRONMENTAL, HEALTH & SAFETY RESPONSIBILITIES

- Complying with all relevant safety and environmental requirements in accordance with Company documented policies and procedures
- Reporting unsafe acts and conditions/environmental concerns to supervisors

- Comply with requirements of the safe working practices and safety procedures that apply to the work being undertaken
- Make recommendations for improving Quality, Environmental, Health & Safety Management performance