

Job Advert - Finance Assistant

With a turnover of just under £20m, we are an award-winning food ingredients company supplying many global, well-known, bakery brands. Based on the Shropshire/Worcestershire border, we require an additional member of the finance team to support the growth of our business.

This is a full time role working 40 hours per week and is solely office-based.

Reporting to the Finance Manager, key responsibilities include:

- Raising multi-currency customer invoices and ensuring accuracy
- Managing all aspects of accounts receivable, including sending monthly statements, credit control, query resolution and debtor reporting
- Ensuring all new customers are correctly vetted and that the credit limits for existing customers are regularly reviewed
- Performing daily bank reconciliations to ensure all transactions are accurately recorded
- Assisting in month-end closing activities
- Responsibility for stock verification, valuation and reporting
- Managing the accounts email inbox and responding to any queries
- Assisting with preparing weekly payment runs, ensuring creditors and PAYE are paid to terms
- Processing weekly payroll and assisting with pension scheme
- Assisting with external audits by providing necessary documentation and information

The candidate requirements:

- AAT qualification or equivalent is desirable but not essential
- Experience in Sage 50 Accounts, Sage Payroll, Excel and Word (advanced level)
- Excellent attention to detail and accuracy
- Ability to manage and prioritise work effectively
- Problem-solving skills and the ability to handle confidential information
- Work well in a fast-paced environment

Salary: £30,000 – £35,000 per annum.

Non-contractual benefits: Christmas Bonus, Westfield Heath & Rewards Scheme

Please apply with a covering letter detailing your suitability for the position together with a copy of your C.V. Applications that do not include a covering letter will be rejected.

Please note our modern and welcoming offices are located in a rural location with no public transport links; therefore, your own transport is essential.

Notice to recruitment agencies: *We do not accept speculative CVs from recruitment agencies which are not part of our preferred supplier list (which is now closed to new suppliers). Thank you for your co-operation.*

Kudos Blends Limited

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