

Job Description

Job title	Trainee Finance Assistant
Reports to	Financial Controller
Responsible for	N/A

Job purpose

To support the finance team and Financial Controller in their roles by carrying out day to day finance, bookkeeping and administration tasks, adhering to accounting deadlines and managing, processing and analysing various accounts and transactions.

Duties and responsibilities

- **Operational responsibilities**
 - Assist with research, quotes, ordering and organising purchases
 - Monitor and pursue outstanding orders
 - Assist in creating financial reports on a regular basis
 - Create, send, and follow up on invoices
 - Collect and enter data for various financial spreadsheets
 - Process deliveries
 - Assist in running bank reconciliations
 - Generate of ad-hoc reports as and when required
 - Process expense claims
 - Adhere to the organisation's financial policies and procedures
 - Answer question and provide assistance to stakeholders, customers, and employees as needed
- **Peer group /cross team liaison**
 - Maintain a good working relationship with colleagues and peers, reflecting Bennamann values
 - Ensuring all employees understand deadlines associated with finance activities
- **Reporting and communication**
 - Assist in the development of management reports, as and when required
- **Team**
 - Proactive member of motivated and engaging team
 - Participate actively in team meetings and proactive in own review and development
 - Suggest changes or improvements to increase accuracy, efficiency, and cost reductions
 - Support the team with any ad-hoc administrative tasks as and when needed.
- **H&S**
 - Responsible for own H&S and that of your direct reports, adhering to company guidelines be this in an office / workshop setting, on site, in a vehicle and/or any other reasonable context
 - Highlight any H&S risks you identify to management
 - Ensure you have any and all reasonable PPE and highlight any deficiencies to management who will address as required

Person Specification

ATTRIBUTES	ESSENTIAL (must have these skills or experience)	DESIRABLE (prepared to train or develop in these areas)
Relevant Experience Work and non-related work experience relevant to the job and organisation	Technical/Operational Familiarity with business and finance principles and practice	Experience with Accounting Systems Previous bookkeeping and financial assistant experience
Education/ Training Specific qualifications and or training	Advanced Excel user, rounded MS Office skills. Strong Numerical Skills	Bookkeeper and /or AAT qualification
Qualities, knowledge & skills Personal skills, qualities, behaviour, most of these will be essential as many of these cannot be trained	An empathy and affinity with the Bennamann company values: <ul style="list-style-type: none"> - Safe and Reliable - Value customers, value the environment, value the team - Profit with integrity - Revolutionarily creative - Passionate, with a can-do attitude Great attention to detail, excellent maths skills, understanding of GDPR, proven integrity and honesty Solid communication skills, both written and verbal with analytical ability and critical thinking skills Able to organise and prioritise tasks and remain calm under pressure. Flexible and adaptable to changing workloads, with the ability to solve problems and support others Presentable, with the ability to be a positive representative for Bennamann in relationships with customers and suppliers; ranging from farmers to councillors and scientists Adheres to process and policy, including PPE and uniform	
Additional factors Working conditions/hours, ability to drive, special working conditions		

To apply please send cv and cover email to: people@bennamann.com