

Job Description

Job title	Finance Assistant - temporary cover
Reports to	Finance Supervisor
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**
 - Complete bank reconciliations daily
 - Input Purchase Order Invoices
 - Create, send, and follow up on invoices
 - Process & track expense claims
 - Managing & Reconciling Company Fuel Cards & Credit Card
 - Assist in creating financial reports on a regular basis
 - Generate ad-hoc reports as and when required
 - Adhere to the organisation's financial policies and procedures
 - Answer questions and provide assistance to stakeholders, customers, and employees as needed
 - Follow procedures to ensure compliance with company ISO standards as outlined in responsibility and accountability for actions within My Compliance, documented within HR-101a MyC RACI
- **Peer group /cross team liaison**
 - Maintain a good working relationship with colleagues and peers, reflecting Bennamann values
 - Ensure 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)
<p>Relevant Experience Work and non-related work experience relevant to the job and organisation</p>	<p>Technical/Operational Familiarity with business and finance principles and practice</p>	<p>Experience with Accounting Systems Previous bookkeeping and financial assistant experience</p>
<p>Education/ Training Specific qualifications and or training</p>	<p>Advanced Excel user, rounded MS Office skills. Strong & Accurate Numerical Skills</p>	<p>Bookkeeper and /or AAT qualification</p>
<p>Qualities, knowledge & skills Personal skills, qualities, behaviour, most of these will be essential as many of these cannot be trained</p>	<p>An empathy and affinity with the Bennamann company values:</p> <ul style="list-style-type: none"> • Safety • Curiosity • Integrity • Passion • Respect <p>and traits:</p> <p>Humility, Empathy, Creativity, Innovation, Open Minds, Transparency</p> <p>Great attention to detail, excellent maths skills, understanding of GDPR, proven integrity and honesty</p> <p>Solid communication skills, both written and verbal with analytical ability and critical thinking skills</p> <p>Able to organise and prioritise tasks and remain calm under pressure.</p> <p>Flexible and adaptable to changing workloads, with the ability to solve problems and support others</p> <p>In addition:</p>	

	<p>Follows procedures to ensure compliance with company ISO standards</p> <p>Presentable, with the ability to be a positive representative for Bennamann in relationships with customers and suppliers; ranging from farmers to councillors and scientists</p> <p>Adheres to process and policy, including PPE and uniform</p>	
<p>Additional factors Working conditions/hours, ability to drive, any special working conditions</p>		

For office use only:

<p>Approved by:</p>	<p> VC </p>
<p>Date approved:</p>	<p> 07.02.2024 </p>
<p>Reviewed:</p>	<p> 01.10.22 </p>