

Finance Admin

Job Title: Finance Administrator

Reporting to: Group Director, Finance

Location: Cranford Road, Burton Latimer

Hours: Monday to Friday 40 hours per week flexible hours between 07:00 and 18:00 - You are also required to work such additional hours as may be necessary for the proper performance of your duties or that may be required to fulfil role.

THE BENNIE GROUP SUMMARY:

We are a family business founded over 80 years ago. Now in its fourth generation of family management, the Group employs over 100 people across multiple business units in the construction and manufacturing sectors.

As the head office for our six trading businesses, we are located in Burton Latimer, Northamptonshire. We provide services centrally for our businesses in Finance, Operations & Marketing. Our businesses are specialists in what they do and are bound together by our core business principles and a strong work ethic. As an Employee in a Family Business, you will be working in a close-knit team environment in a Company that has our people at the centre of everything we do.

JOB ROLE

We are growing our Group Finance team and are looking for a Finance Administrator. You will be expected to support various aspects of the finance function included but not limited to, general finance administration, processing purchase and sales invoices, supporting both supplier and customer queries and credit control. You will also be expected aid the payroll process. All should be carried out in an efficient and timely manner complying with all internal control procedures at all times.

The ideal candidate will have previous experience in a similar role, exceptional computer / systems skills, an eye for detail and the ability to pick up multiple tasks simultaneously and manage multiple stakeholders and activities at once. This role would suit a candidate who can work in an agile and fast changing environment who enjoys variety. Sage200 and Sage 50 payroll systems knowledge is desirable.

The role would suit a candidate who has strong interpersonal skills, someone who builds relationships at all levels with ease. You will have a track record in a similar level role within a finance team. You will possess strong quantitative and analytical skills and have an innovative approach to problem solving. You will also have an ability to work under pressure and meet deadlines. You will be a team player and have the desire to be hands on, flexible and proactive in the role.

RESPONSIBILITIES

In the role you will work closely with the Bennie trading businesses. This will include, but is not limited to:

- Matching invoices to purchase orders ensuring purchase orders are being maintained correctly ensuring supplier accounts are reconciled
- Liaise with sites to obtain and verify account documentation
- Supplier Statement reconciliations
- Payments Runs
- Support with credit control duties
- Month End process and getting the Ledger closed
- Bank reconciliations
- CIS Return
- Completing supplier credit application forms
- Monthly reconciliation of supplier statements
- Intercompany recharges
- Contacting clients and internal contacts to reconcile discrepancies
- Supporting the collection of customer debt
- Oversee the opening of any new sales or customer accounts
- Daily allocation of cash
- Support monthly and weekly payroll processes.
- Any other ad hoc duties

COMPETENCIES

- At least 3 years' experience in a similar role.
- Strong IT skills and experience of Excel, Sage 200, Sage 50 payroll and Office 365.
- Protean knowledge would be an advantage
- Strong communication skills with both, external and internal stakeholders.
- Professional telephone manner with excellent customer service skills
- Organised and efficient.
- Excellent attention to detail.
- Knowledge/experience of the construction / manufacturing industry is desirable
- It will be an advantage if you have worked within a Group company setting

WHAT WE OFFER

Remuneration:	We offer a competitive salary
Holiday:	24 days holiday + 8 days statutory.
Pension:	Statutory Pension contribution.
Development:	We are committed to investing in our people, so we invest in you. Development is in your hands and we want to enable this so your progression at Bennie is only limited by what you want to achieve.
Recognition scheme:	That culminates with our annual award ceremony.
Socials:	Join us for our bi-annual socials, where you really are part of the family.
Wellbeing:	Weekly B-Fit classes in a group fitness session
Finally,	Our long-standing family tradition, of giving staff a Christmas turkey