



## **Job Description & Person Specification**

**Job title:** Accounts & Administration Assistant

**Reporting to:** Managing Director/Accounts Manager

**Base:** Ponsanooth, between Truro & Falmouth

### **Purpose of Role**

With a major focus on accounts administration, this full-time role exists to ensure that finances are processed accurately and efficiently to support cash and stock control throughout the operation. Secondary to that is administrative support to the team, reception, office and management.

### **Main Responsibilities**

#### **Financial Administration**

Overall responsibility for the day to day administration and work associated with the finance function, reporting appropriately and in a timely fashion, including:

- Purchase / sales ledger processing
- Management of cashflow
- Credit control / income processing
- Supplier Payments
- Payroll processing / payments
- Allocate website income
- Staff expenses
- Bank Reconciliation
- Stock control entries
- Intercompany transactions
- Accruals & prepayments
- Petty cash processing
- VAT return
- Updating batch control spreadsheets



### **General Administration**

- Administrative support to the Dairy and Team, including:
  - Answering the phone as required
  - Working on reception on certain days of the week
  - Dealing with visitors to the Dairy, including door sales
  - General administrative support to the team which may involve ordering, phone calls, research
  - General administrative support to the MD as required

### **Person Specification**

- AAT, Level 3
- Experience in bookkeeping and reporting in an SME, ideally in a manufacturing environment
- Excellent MS Office Skills, particularly Excel, also Sage/Sage Payroll
- Collaborative and collegiate approach to working, friendly, supportive, empathetic
- Meticulous, perfectionist
- Excellent organisation, communication and teamworking skills, very good at forward planning, managing tasks and time
- Have the ability to be flexible and adaptable working in a dynamic SME environment

Please apply with full CV to [hr@lynherdairies.co.uk](mailto:hr@lynherdairies.co.uk)

Deadline for applications: 7<sup>th</sup> February 2020