

**BE OPEN
BE GLOBAL
BE NIMBLE**

FINANCE ASSISTANT

A key role with an exciting opportunity to be instrumental in the growth of our International business Auger Torque. Part of the Kinshofer Group we are a highly successful manufacturing and engineering company in the Earth Drill and Trencher Attachment market with global distribution and dealer networks. We manufacture innovative hydraulic attachments used with excavators and associated construction equipment.



With sites in UK, Australia, USA and China we are a global business satisfying the demand for high-quality products in over seventy countries on all seven continents.



THE ROLE

We are looking for an enthusiastic and organised Finance Assistant, to help facilitate the smooth running of our business. Reporting to the Group Management Accountant, this varied and key role will encompass traditional accounting functions including sales and purchase ledger tasks, payroll and banking duties. This is a full-time role based in our Hazleton offices, near Cheltenham.



KEY RESPONSIBILITIES

- Working as a team with the Group Management Accountant to fulfill the finance functions
- Ensuring sales and purchase ledgers are complete and accurate
- Completion of payroll duties and RTI reporting for a small monthly payroll
- Preparing daily bank reconciliations in multiple currencies
- Preparation of third-party and intercompany bank payments
- VAT accounting and reporting
- Credit control duties and customer liaison
- Dealing with ad-hoc finance administration, including processing staff expenses
- Partnering with the Sales, Production and Management teams in tasks including:
- Assisting with the order fulfillment process; ensuring sales orders are correctly administered to ensure customer satisfaction and assist effective credit control
- Assisting with customer queries when required
- Stock accounting to ensure accuracy of the value within our accounts
- Day-to-day office facilities management, to ensure the continuous smooth running of the business
- Welcoming and directing telephone enquiries
- Embracing change - enabling business growth by utilising new systems and improving processes

ABOUT YOU



- Ideally, you will be AAT Level 3 Diploma qualified, or have equivalent work experience
- You will be highly numerate with a strong degree of accuracy and an eye for detail
- You will have previous credit control experience, or a willingness to develop in this area.
- You will thrive in a varied, evolving role in a fast-paced environment with ability to juggle multiple priorities
- You will be a self-starter with a confident, organised and methodical approach.
- Microsoft Office experience is needed. Previous experience in Sage 200 or similar ERP systems would be ideal

BENEFITS



- 25 days annual leave + Bank Holidays
- Discounts on retail purchases, holidays & groceries
- Company events/staff outings
- Company pension
- Free on-site parking
- Referral programme
- Wellness programme

LOCATION



Cheltenham, GL54 4DX: Due to our attractive location in the Cotswolds, which is easily commutable from Cheltenham, Cirencester, Gloucester and Oxford, own transport is essential.

Please note that we are unable to support work visa/sponsorship at this time, so please apply only apply if you already have the right to work unrestricted in the UK.