

**Hain Celestial UK**

**JOB DESCRIPTION**

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| **SECTION 1** |  |
| **Job Title:** | **Finance Administrator** |
| **Reporting to:** | **Group Financial Controller** |
| **Department:** | **Finance** |
| **Site:** | **Thorpe Park, Leeds** |
| **Working arrangements:** | **Office based for first 12 weeks**  **Min 3 days in the office (Mon/Weds/Fri) thereafter** |
| **Date:** | **March 2023** |

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| **SECTION 2 – JOB SUMMARY** |
| 1. To support the Group Finance and Transactional teams to deliver their responsibilities to a high standard and in a timely manner 2. Responsible for the tasks as outlined in section 3 across all three Hain Celestial UK trading divisions:   Daniels Chilled Foods Ltd  Hain Frozen Foods UK Ltd  Histon Sweet Spreads Ltd   1. To maintain a customer centric approach to finance support whilst still achieving the required performance |

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| **SECTION 3 – KEY RESPONSIBILITES** |
| The role will be to support the wider Finance and transactional teams (Credit Control, Accounts Payable and Master Data) and tasks include but not limited to   * Allocating customer cash receipts to invoices / creating debit notes via the Cashbook software * Completing the daily cash sheet * Raising, noting up and matching off customer credit notes * Processing customer debit note / credit note allocations * Scanning * Managing the new supplier set up process by creating supplier accounts and amending supplier data in line with the SOX process * Raising manual invoices (non product)   Other tasks could include (depending on experience):   * Accounts Payable allocations * Supplier Statement reconciliations * Bank Reconciliations * Central recharge postings * Interco revenue postings * Checking accounts for incorrect postings * Ability to help out Credit Control and/or Accounts Payable if needed * VAT return * Intercompany postings and reconciliations * Petty cash * Closing old Purchase Orders in the system * Collating Audit/SOX paperwork   Other ad hoc projects and support as required. |

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| **SECTION 4 – SKILLS & COMPETENCIES** |
| * Teamwork – ability to work well in a team and build relationships with finance colleagues as well as other colleagues and stakeholders * Communication skills - ability to communicate at different levels and adapt approach accordingly * Organisational skills – ability to organise and prioritise workload and demonstrate methodical approach * Results Oriented - motivated by success and passionate about working towards and achieving higher results. Operates with personal ownership and looks for ways and means to improve performance all the time. * Customer centric – is customer focussed and builds rapport to facilitate effective delivery of tasks and query resolution * Resilience and flexibility – is tenacious and does not give up when problems arise and seeks alternative ways to achieve the desired goal * Excel knowledge desirable |