 **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 LtdHain Frozen Foods UK Ltd Histon Sweet Spreads Ltd1. 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
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