

Job title	<b>Finance Assistant</b>	Reporting to	Finance Director
Department	Finance	Company	Rappa Fencing Ltd
Salary	tbc	Location	Stockbridge, Hampshire

## Introduction

With over 40 years of experience, Rappa is a leading agricultural manufacturing business specialising in livestock management. Rappa provides innovative solutions with its range of mobile yards and electric fences, offering farmers cost-effective, portable, British-designed products.

## Job overview

As a key member of the finance team, the Finance Assistant will handle

- Sales ledger and credit control
- Purchase ledger using document capture
- Payment runs
- Bank / general reconciliations
- Posting income and expenditure using control accounts
- Preparation of management reports
- Nominal ledger reconciliations
- Sales Support
- Administer employee & business card expenses.
- Office administration, including answering the phone and taking sales calls
- As required, process haulier bookings for despatch of sales orders

The Finance Assistant will handle all aspects of the role as outlined in the Job overview. In addition, as part of a small team, the Finance Assistant will also be responsible for various office administration duties, including answering the phone and processing bookings and sales orders as required.

Candidate must like animals – dogs are frequently in the office

## Experience

- Experience of working within a busy finance department
- AAT Level 3 with three years working experience
- Knowledge of Sage 200 preferable.
- Knowledge and skills to use Microsoft packages such as word and excel.

## Required skills

- Good organisation.
- Ability to work well as part of a small team and on your own.
- Good communication.
- Work accurately and efficiently.
- Must be hardworking, self-motivated and adaptable.
- Own transport, due to lack of public transport to our facilities.

## Job info

- Permanent, full-time
- Office based. Based in Stockbridge, Hampshire
- Monday to Friday; 9am – 5pm
  
- 25 days holiday
- Company pension
- Birthday holiday
- Free onsite parking
- Death in service benefit
- Flu Vaccine