



## JOB DESCRIPTION

<b>Job Title:</b>	Group Finance Assistant ( <i>part-time considered</i> )
<b>Location:</b>	Trafalgar Wharf, Portsmouth
<b>Reports to:</b>	Group Finance Manager

Trafalgar Wharf Group is looking for a highly motivated, bright and friendly Finance Assistant to come and join the small finance team at its Head Office in Portsmouth. This is a unique opportunity for an extremely varied finance role primarily focused on accounts receivable but with varied additional responsibility with reporting and month end responsibilities across all Group companies (Trafalgar Workspaces, Trafalgar Wharf, Ribs for Sale, Boat Club Trafalgar, Trafalgar Shipyard and Thornham Marina).

### **JOB PURPOSE:**

To support all business units on their entire invoicing process from contract through to invoice and debt collection.

To be a team player and support colleagues in a friendly finance office working together to adhere to month end/year end timetables and deadlines.

To take responsibility for recording accurate, quality and timely financial information.

To embrace change and have a flexible working approach committed to delivering quality financial processes and information and open to adapting processes with the businesses growth/change as required.

To proactively support the Business Leaders with a collaborative working approach and a problem-solving attitude.

### **PRIME TASKS AND RESPONSIBILITIES:**

#### **General:**

Represent the Company's interests and be an ambassador for the Trafalgar Wharf Group with both internal/ external stakeholders as well as more broadly within the marine industry.

#### **Accounts Receivable:**

- Run monthly invoice runs & raise other weekly/adhoc invoices as applicable.
- Raise intercompany invoices.
- Review and reconcile invoice requests back to jobcards/contracts.
- Review monthly census and cross reference to invoicing ensuring accurate and complete records.
- Process and reconcile customer credit card receipts.
- Business Partnering with Sales departments/Business Leaders to clear account queries and support debt collection with regular meetings.



- Ensure timely collection of balances to minimize the company's risk of bad debts and proactively manage slow and late payers.
- Oversee direct debit process (setup new payers, post payments, chase non collections)
- Customer Statement runs.
- Daily epos till reconciliation and checks.
- Banking and posting cash received.
- Customer deposit management

**Reporting:**

- Report on discounted/intercompany services and special deals.
- Aged debtors reporting.
- Support Finance Manager with weekly and monthly sales and KPI reporting.

**Other:**

- Reconciliation of intercompany accounts.
- Assist with preparation of monthly management accounts/reconciliations in line with the timetable to deliver accurate figures to the business leaders.
- Assist in the year end accounts process, preparing information for the accountants and working files.
- Support the Finance Manager with ad-hoc projects as required.

**EXPERIENCE & SKILLS REQUIRED/PREFERRED:**

- Good organization and prioritization skills.
- Excellent attention to detail
- 2+ Years' experience in Accounts/Finance Assistant role or similar.
- Good excel skills.
- Proactive and enthusiastic approach with a problem-solving mindset.
- Honest and strong values.
- Team player
- Knowledge of Xero and Sage 50 Accounts preferred