

# Job Description

## Group Finance Assistant

Trafalgar Wharf	The Trafalgar Group is a young, dynamic, successful group of businesses operating in the leisure boating, commercial shipyard, marina and property sectors, based at the top of Portsmouth Harbour.
Company Vision	<i>To be the benchmark within our industry for ease of access and hassle-free experience, innovation and best practice". Achieving this through a happy team, happy customers, happy suppliers, and a happy company. "People will forget what you said, people will forget what you did, but people will never forget how you made them feel."</i>
Our Culture	Here at The Trafalgar Group, we enjoy a relaxed, fun, vibrant, forward-thinking working environment. It is essential that the successful candidate not only has all the skills required for the role, but on a personal level has a bright and positive outlook, is friendly and a good team-player and is also happy to work at any level in the business when required. We actively encourage career progression within the business.
You will love working here...	If you have previously worked in similar finance roles, particularly within the leisure industry.
Reporting to	Group Finance Manager
Responsible for	There is currently no direct line management responsibility in this post.
Key Liaisons	Department Managers, Senior Management
Job purpose	<p>To support all business units on their entire invoicing process from contract through to invoice and debt collection.</p> <p>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.</p> <p>To take responsibility for recording accurate, quality and timely financial information.</p> <p>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.</p> <p>To proactively support the Business Leaders with a collaborative working approach and a problem solving attitude.</p>
Prime tasks and responsibilities	<p><b>General:</b></p> <p>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.</p>

**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

**Management Accounts Support:**

- Reconciling bank and petty cash
- Reconciliation of intercompany accounts
- Assist with preparation of monthly management accounts/reconciliations inline 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

**Reporting:**

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

**Other:**

- Support the Finance Manager with adhoc projects as required

Skills and experience required.

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