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| the finer details Which site am I based at?  Acorn House  Which team am I a part of?  Financial Integrity, Shared Services  Who do I report to?  Financial Integrity Accountant  Who do I look after?  N/A  Do you have a responsibility for a budget?  No qualifications & experience **Essential:**   * Minimum level of education – A levels (with minimum of GSCE in Maths) * Desire to study for AAT * An ability to deliver high quality, “right first time” information in a timely manner * A confident person who shows good communication skills * IT literate with demonstrable Microsoft Office skills * Full driving license   **Desirable:**   * Experience of working as part of a busy team | Finance Apprenticejob descriptionthe purpose of your role To be trained in how a finance function operates and contributes to the overall success of the company. To assist in the day to day financial activities such as data entry to month end journals and management accounts and year-end financial statements. In addition, to be involved in regulatory requirements such as assisting in the completion of VAT returns or in the preparation of tax computations.  Gain a thorough understanding of the role of a finance function and how it contributes to the overall business strategy. Experience and understand all day to day transactional processes (sales, purchases and bank). Understand how IT systems, support accounting processes and the production of financial information. Appreciate the relevance of ethical standards within the finance function and gain a basics of financial accounting and reporting.  **Key responsibilities:**   * Trained in all aspects of day to day transactional processes by assisting the sales ledger, purchase ledger and banks. * Understand how each role fits in to the wider organisation and how it helps the business to achieve its objectives. Also understand the company strategy including customer and supplier needs. * Use IT systems to enter accounting transactions, produce reconciliations and correct errors where appropriate. * Understand the basic elements of double entry bookkeeping and accounting standards required to produce financial information. * Liaise with account managers to ensure all invoices are authorised and coded in a timely manner and carry out any other ad hoc tasks as requested by the Financial Integrity Team. * Provide all account managers with a list of outstanding invoices/POs monthly to ensure as many invoices are posted on to the ledger as possible. * Contribute with the month-end accruals, prepayments, deprecation, asset disposal and other site journals and prepare of the month-end management accounts and other management information for all Yeo Valley Production Group companies. * Assist in the preparation and submission of the monthly Group VAT returns and the review of the Central P&Ls to produce the variance analysis for the directors. * Produce aspects of the year-end audit and tax packs for the Group companies for review. * Assist in reconciliations to ensure the integrity of all financial systems as we migrate onto a new financial platform * Treat all data and information relevant to the Yeo Valley group of companies in the strictest confidence. |

### what good looks like for this role

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| **Finance Position**Level - 1 | Understand the impact of business decisions on our P&L, balance sheet and cash flow. |
| **Governance & Risk Management**  Level - 1 | Stewardship of an integrated and effective system of governance, risk management, and internal control to ensure that our operating environment supports sustainable organisational success. |
| **Strategic Decision Support & Economic Evaluation**  Level - 0 | Production of robust data analysis and investment appraisal techniques to provide timely, accurate and complete insights to support strategic evidence-based decision making. |
| **Forecasting & Budgeting**  Level - 1 | Oversight of the financial planning process, which translates strategy into achievable targets which outlines the direction of our overall business. Forecasting is dynamic and latest estimates are linked to changes in the business plan and business environment. |
| **Technical Expertise**  Level - 1 | Knowledge and understanding of, and ensures compliance with, a set of generally accepted accounting principles and any other applicable legislation in the preparation of financial information to ensure that our published results give a true and fair view of both our performance and by implication management's stewardship of the company's resources. Effective tax and treasury guidance to minimise our liabilities, provide insights for cash management planning and free up cash for the business to use for growth opportunities. |
| **Process Excellence**  Level - 1 | Ensure process excellence in our ways of working, including transaction processing, query resolution and systems expertise. |

### HR use

Date of last review: Job reference no: Job level:

Job family: