



## Finance Assistant

We currently have an exciting opportunity for a Finance Assistant to join our team. If you have strong administration skills, a proactive and structured approach to work, and would like to work in a forward-thinking and ambitious company, then we'd love to hear from you!

Hours for this position are 08:30am – 5pm, Monday to Friday.

### **Finance Assistant responsibilities include, but not limited to:**

- Liaise with Senior Managers to make sure that all time & attendance queries have been dealt with in a timely fashion
- Produce and publish weekly KPI reports in relation to overtime & sickness metrics
- Contact customers to chase up documentation and confirm deliveries and query discrepancies
- Match customer claims to returns documentation and rebate agreements, inputting into the accounting system
- Monitoring of enquiries email account
- Raise purchase orders for departments

### **Finance Assistant requirements include:**

- Previous administrative experience
- Experienced in accounting systems (desirable)
- Proficient in Microsoft Office packages, particularly Excel
- Strong numeracy ability and written and verbal communication skills
- A high level of accuracy and commitment
- Ability to use initiative to solve problems

### **Benefits**

Crediton Dairy offers a generous benefits package which includes:

- 8% employer pension contribution
- Holiday Purchase Scheme
- Life Assurance
- Employee Benefits Platform
- Christmas Hamper
- Discretionary Bonus scheme
- Employee Assistance Programme

At Crediton Dairy we believe that the strength of our business lies in the strength of our people. For that reason, we focus on challenging, empowering and supporting our people, allowing them to develop professionally and build rewarding careers.

### **About us**

Crediton Dairy is one of the UK's leading dairy drinks businesses producing an extensive range of branded and own label fresh flavoured and functional chilled milk drinks, iced coffee and long life

milks and creams. We supply nearly all of the UK's major supermarkets as well as leading foodservice, convenience and wholesale businesses.