



# Finance Administrator

TO SUPPORT THE FINANCE TEAM

## THE JOB INVOLVES ...

### Banking and cash reconciliations

- Accurately counting and recording takings, including cash, card, coupons and cash paid out of the till on the weekly cash report.
- Preparing takings for the bank including bagging up and writing banking paperwork.
- Processing and balancing petty cash.
- Balancing and ordering change for all tills.
- Using designated merchant services to balance card payments.
- Recording and investigating till discrepancies, anomalies and till training needs and passing this information on to managers and supervisors.
- Having excellent working knowledge of the tills and till functions so that you are able to recognise and resolve till issues.
- Being able to identify gaps in till training for staff and working with managers to provide and update till training materials as till processes evolve.
- Good knowledge of the epos system, particularly the till journals function to enable tracing of transactions.
- Filing of receipts, cash report and till print outs.
- Recording and redeeming coupons.

### Purchase/Sales Ledger and Accounting Support

- Entry of supplier bills / invoices into accounting system
- Entry of sales invoices and receipts into our accounting system, including weekly journals.
- Liaising with suppliers on balances, missing invoices and credits, etc.
- Assisting on other financial tasks as requested.

### General Administration

- Answering phones and responding to customer queries.
- Filing all processed invoices for all shops in alphabetical and date order.
- Managing the files and boxes in a tidy manner.
- Boxing up all year end paperwork after the accounts have been finalised.
- Assist training of other team members, as needed.
- Other tasks, projects and responsibilities, as reasonably assigned.

### Qualifications

- Experience in use of accounts software – preferably QuickBooks.

## MAIN OBJECTIVE ...

To help us be the best independent retailer and deliver on the company purpose, aspiration, customer promise and values primarily by delivering an excellent business support service throughout all areas of your role.

As the cash cycle is essential to our growing business's health and accounting information critical to our insight, this role helps Better Food to succeed by ensuring accurate and timely recording and processing of cash, data entry of supplier invoices, as well as providing other essential accounting and administrative support.

## KEY PERFORMANCE INDICATORS ...

- Accuracy of cash banking and reconciliation.
- Accuracy of data entry / management.
- Timeliness of completing tasks.
- Reliability (in terms of meeting deadlines).
- Assist in the development of processes and related documentation