**Main Purpose of the role**

The primary purpose of the role is to provide financial support and reporting to the European business unit in UK, Netherlands and Spain by driving effective financial processes and business partnering Local Management Teams and the Sugar Beet commercial team.

**Primary Responsibilities**

* Responsibility for ensuring accounts payable, accounts receivable and cash / payment processes are completed accurately and on time, with all queries resolved, through providing support to UK finance assistant and covering in times of absence
* To ensure intercompany balances are reconciled and settled on time
* Ensure accurate completion and return of credit card expenses, including reconciliations to statements, posting to financial system and coding costs including VAT in a timely manner
* Preparation of month end reports including accruals, prepayments and journals, balance sheet and bank reconciliations and corresponding backup information
* To provide VAT, tax and intrastat reporting on a timely basis
* Input fixed assets onto Sage, maintain fixed asset register including rolling asset audit schedule and run depreciation
* Support the stock take process, monitor and review all stock movements and reconcile back to the General Ledger and PMS. Support the business to identify ways of improving stock control
* Understand stock processes in both sites and suggest and implement improvements (within the finance team) to improve accuracy in stock recording and management
* Be involved in the design, implementation and maintenance of robust group financial control systems, processes and structures to support ABF’s Financial Control Framework, group accounting policies and reporting requirements
* Manage the Financial Control Framework requirements for annual and ad hoc tasks, ensuring annual tasks are completed according to the timetables and required back up is recorded. Ensure period end task lists cover all requirements for Audit
* Support internal and external audits in UK and NL, ensuring files requested are provided in a timely manner and reviewed for completion
* To maintain effective, co-operative working relationships with all internal and external customers, providing advice and solutions where practical and possible
* Support finance team members in other sites for holiday cover

**General Responsibilities**

* This role will support NL, ES and UK sites and therefore may require some travel to both the Spanish and Netherlands sites.
* Confident working across locations with different cultures and languages.
* Additional work, including project work, identified as necessary for the operation of the business.

**Requirements for Role**

**Education:** The job holder should be educated to A Level standard (or equivalent) with evidence of further studies carried out in a professional capacity. AAT Level 3 or above

**Experience:** Minimum of 3 years experience in an accounts role within a private sector organisation. Experience of AP / AR is highly desirable. Highly competent in using Excel and other Microsoft packages. Sage experience desirable.

**Dated**

September 2024