**JOB DESCRIPTION – FINANCE ASSISTANT**

**Job Title: Finance Assistant**

**Reporting to: Finance Manager**

**About Us:**

Our purpose is the decoding of milk data and building robust insights. The company and its people provide the highest quality recording, testing, health and fertility services & products for dairy animals, supporting farmers and the dairy industry to make sustainable production possible as well as working with milk buyers and retailers to constantly improve the quality of the milk we drink.

Our people are at the core of our business, their passion for what NMR provides the dairy agricultural industry is something we pride ourselves on. Ensuring collaboration and a can-do attitude every day in behaviours ensures a motivated team of people sharing their expertise with each other and our stakeholders. Our values enable us to behave in a professional way and create a positive trusted environment to work within.

**The Role:**

Reporting to the Finance Manager, you will provide crucial support to the finance team, focusing your time ensuring all customer receipts are processed and allocated in a timely manner, and assisting the Finance team.

**Key Skills:**

* Flexible and team player, builds relationships based on respect and care
* Good understanding of cash management with strong attention to detail
* Well organised with good IT skills including Excel
* Experience of Dynamics365 and knowledge of QuickBooks would be an advantage
* Previous credit control or Sales Ledger experience would be an advantage

**Key Responsibilities:**

* Posting and allocating cash receipts from the bank statement
* Posting, allocating and banking cheque receipts
* Posting and allocating direct debit collections
* Downloading, posting and allocating credit card receipts
* Processing journals and reconciling postings between finance systems
* Ensuring all unreconciled transactions are reviewed monthly
* Processing customer refunds bi-monthly
* Monthly bank reconciliations
* Generating and posting sales credit notes
* Processing and sending outstanding invoice reminder letters
* Supplier bank details checks
* Setting up new customers
* Milk recorder invoice import & claim reporting
* Adhoc queries from other depts

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**Our Values**

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