



Stormsaver Job Description

Finance Assistant



SCAN
TO LEARN
ABOUT US

Introduction to Stormsaver

Stormsaver are the UK market leader in water reuse, specialising in Rainwater Harvesting, Greywater Recycling and Active Attenuation. We also have a dedicated team who carry out maintenance of these systems across the UK.

We are an award winning business, led by a dynamic and creative leadership team. We are passionate about water conservation and how our products and services will make a positive difference to the approaching global water shortage. We are always keen to invest in our employees and value recognition of success. We are professional and our values include honesty, integrity, quality and agility.

Finance Assistant

Reporting to:

Finance Manager

Working with:

Finance Manager, Sales team and Operations team. Co-ordinating with Engineering team and Management team.

The Opportunity

Stormsaver are searching for the newest member of their growing team in the role of Finance Assistant. This is an exciting role where the successful candidate will work closely alongside the Finance Manager, as well as being a pivotal support for all other teams within the business. You will be instrumental in providing a high-quality service to the rest of the Stormsaver team. You will contribute to the high standard required of accounting practices within the finance function and play a key part in the delivery and assisting other departments to meet the company's needs.

What to Expect

As Finance Assistant your role is instrumental to the smooth operation of the business, ensuring effective credit control processes are delivered, transactional processing of sales orders/invoices, purchase orders/invoices and bank/cash payments/receipts is accurate and efficient and assisting the Finance Manager as deemed appropriate.

You will work closely with every team within the business to ensure a seamless process for all aspects of finance and accounting. You will be detail-driven, be able to multi-task across a range of projects and be an experienced self-starter.

You'll strive to maintain good relationships with both customer and suppliers, via phone and email communication. As well as Sage and Microsoft programs, regular use of external portals will be required for some customers.

You will have the desire and capability to further develop your finance skills and experience within the role as the company continues to grow. This is a fantastic role for someone to really progress their finance career as the company continues to significantly develop and grow.

Water Reuse Specialists

T: 01636 815 254

W: www.stormsaver.com



UKBA '22
UK Business Awards WINNER



CHAS
Accredited Contractor

Constructionline
Gold Member

Responsibilities

- Supporting the Finance Manager as deemed necessary, including with provision of finance information to assist the business
- Responsibility for day-to-day credit control management and collection of customer debt
- Creating new Customer and Supplier accounts onto Sage
- Processing Sales orders into Sage
- Raising Sales Invoices and applications for payments
- Uploading Invoices onto Customer Portals as required
- Raising Purchase Orders in Sage
- Inputting Supplier invoices, validating nominal coding and matching POD's
- Processing Bank/Cash Payments & Receipts onto Sage
- Maintaining the Sage System with updates
- Processing of Credit Card Expenses onto Excel and Sage
- Keeping Product Costs up to Date on Sage
- Maintaining the Sales Orders in spreadsheet
- Keeping the CRM system up to date
- Assist with general finance team duties, answering the telephone, filing, and dealing with enquiries both internally and externally.

Skills

You will need to have:

- At least 2 years relevant recent experience within a company finance team
- Proven recent experience in credit control responsibility
- High level of competency with MS Office, notably Excel
- Ability to think on your feet and be self-motivated
- Ability to multi-task
- Desire to advance your finance skills and experience as the role and the company further develops
- Independence and self-reliance
- Organised and methodical, with attention to detail
- Excellent communication skills, both written and verbal
- Be personable, friendly and have excellent listening skills
- Enthusiastic and hardworking attitude
- A team player

Experience

You will need to have:

- Experience using Sage an advantage, or proven work experience on other accounting software
- AAT or ACCA Level 2 minimum and proven recent experience working in a busy finance team

Whilst not essential, it would be an advantage to:

- Have experience using a CRM System
- Have worked within the construction industry, water industry or similar field
- Have knowledge of CIS & DRC
- Customer service experience



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The Package

- Full time position based at Hockerton, near Southwell in Nottinghamshire
- Office hours 8.30am - 5pm, Monday - Friday.
- Starting salary dependant on level of qualification for a candidate
- Free parking on site.
- Company pension scheme.
- 20 days holidays per year plus 8 bank holidays - Additional holiday can be accrued after 2 full years service up to a maximum of 5 additional days.
- Regular training provided
- Full Christmas shutdown period.
- Working with a passionate, friendly team of experts in an industry which is about to grow hugely

Apply now

Email your CV and Cover Letter to careers@stormsaver.com

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